

STATE OF DELAWARE

FY 2007

GAAP

(Generally Accepted Accounting Principles)

***Reporting
Package***

***For the Fiscal Year Ended
June 30, 2007***

***DIVISION OF ACCOUNTING
FINANCIAL ACCOUNTING & REPORTING SECTION***

Revised 07/03/07

2007 GAAP REPORTING PACKAGE

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GENERAL INSTRUCTIONS

1. **READ THE INSTRUCTIONS FOR EACH SECTION CAREFULLY BEFORE COMMENCING.** The GAAP Package has been automated with forms prepared by the agency and entered directly into the DFMS system. Changes have been made to both forms and instructions used in package preparation as well as data entry screens and instructions.
2. Prepare the details. Unless otherwise indicated, it will **NOT** be necessary to enter the detailed information onto the DFMS module. It will be necessary for you to retain that information for audit purposes and for use by the Division of Accounting during its review and preparation of the Financial Statements. Using the detail forms provided in the GAAP package will help in organizing the information to be keyed into DFMS.
3. Post detail totals to the section summaries. These section summaries will be used as your hard copy for data entry on DFMS. **THE GAAP FORMS PROVIDED FOR SECTION SUMMARIES MUST BE COMPLETED AS SUPPORT FOR YOUR DATA ENTRY ON DFMS.** Retain a copy of these forms with your workpapers for audit and Division of Accounting review purposes. Follow the instructions for GAAP Package Data Entry to post the section summaries on DFMS.

The following forms must be completed for data entry on DFMS:

Cash/Checking Accounts Book Balances Summary	<i>A4</i>
Cash/Checking Accounts Bank Balances Summary	<i>A4b</i>
Investments Accounts Summary	<i>A6</i>
GASB-3 Credit Risk (1 form in pkg - <i>A10</i>)	
DFMS entry on 2 forms	<i>A10A & A10B</i>
Activity Summary Cash/Checking/Investments	
(1 form in pkg - <i>A12</i>) DFMS entry on 2 forms	<i>A12A & A12B</i>
Accounts Receivable Summaries	<i>B4A, B4C</i>
Accounts Receivable Due From Summaries	<i>B4E, B4G</i>
Accounts Payable Summary	<i>C4</i>
Supplies & Materials Summary	<i>D4</i>
Grants Receivable/Grant Advances Summary	<i>E5</i>
Leases Summaries	<i>F2 & F4</i>
Compensated Absences	<i>G5</i>
Construction Work In Progress Summary	<i>H3A</i>
Computer Software In Progress Summary	<i>H3B</i>

The forms used as Summaries of Financial Statements are ***I***, ***II*** and ***III***. These forms summarize all the information from the section summaries (***A-4*** through ***G-5***) by GAAP Fund. DFMS will calculate these forms based on the information keyed in the above summaries. **ALL AGENCIES SHOULD COMPLETE THESE FORMS TO COMPARE THE TOTALS AND VERIFY THE ACCURACY OF THE DATA ENTRY OF THE INDIVIDUAL SECTION SUMMARIES.**

4. **SUPPLIES & MATERIALS**

The Supplies and Materials section of the GAAP package materiality level remains the same as FY 2006 for FY 2007 reporting purposes. **However, the following Departments reported amounts in excess of \$500,000 in FY 2006: Office of Management and Budget, Health & Social Services, Department of Corrections and Delaware Technical and Community College.** These Departments should report the total by GAAP Fund, of Supplies and Materials Inventories on hand at June 30, 2007. See instructions for section D of the GAAP package.

5. Please note: Summary ***I*** - Interest Income Receivable on Checking/Savings Accounts-Book Balances and Investments (Forms ***A-4*** and ***A-6***) is added to Accounts Receivable totals (from Forms ***B-4***) by GAAP Fund when posting to these Summaries.

In addition, on Summary ***II***, Accounts Payable Direct Claim and Accounts Payable Salaries/Fringes (from Form ***C-4***) are added together and posted under one heading on these Summaries.

6. Please review GAAP Fund Definitions the "GAAP Fund Definitions" section (pages iii through viii). GAAP Funds have been revised to ensure compliance with GASB Statement #34. Please pay particular attention to the GAAP funds defined as "Agency Funds". These funds include funds 850-890 and have special reporting requirements.

7. **THE ONLY FINANCIAL INFORMATION THIS GAAP PACKAGE SHALL CONTAIN IS FINANCIAL INFORMATION OUTSIDE OF THE STATE ACCOUNTING SYSTEM (DFMS).**

8. All GAAP package information must be entered on DFMS by August 3, 2007. After that date, the system will be closed out to agency entry and you will have to come to the Dept. of Finance to enter your GAAP package.

9. **ENSURE THAT THE IDENTIFICATION BLOCK IS COMPLETED ON EACH PAGE.**

The identification block should contain the name of the person who prepared the form, **NOT** the name of the person doing the data entry (unless they are one and the same). If the form does not apply to your agency, you must indicate so by checking the N/A block.

10. **ROUND ALL ENTRIES TO THE NEAREST DOLLAR.** Post to the section summary forms and to DFMS in whole dollar amounts without a decimal - for example \$2,110.60 would be posted as \$2111.

11. **HAVE SOMEONE PROOF YOUR WORK.**

10. **MAINTAIN DOCUMENTATION ! It is required that you keep the workpapers that support all amounts reported on the GAAP package. This includes documentation of any agency or department policies such as accounts receivable collection procedures. Any situations unique to your agency for which you have received special instructions from the Division of Accounting should be documented and included in work papers. All documentation will be open for review by DOA and audit purposes.**

GAAP FUND DEFINITIONS

GOVERNMENTAL FUND TYPES:

1. GENERAL FUND - 100

The General Fund is used to account for all financial resources except those accounted for in another fund. This fund documents primary operations and administration activity of the State.

2. TRANSPORTATION TRUST FUND - OPERATIONS - 101

Transportation Trust Funds/Operations (GAAP Fund 101) are funds of the Delaware Transportation Authority used to account for the financial resources to be used for operating costs of the Department of Transportation.

3. SUPERCARD - OPERATIONS - 101

SuperCard Operations (GAAP Fund 101) is used to account for the State's SuperCard operations. The fund may only be used by the Department of Finance, Division of Accounting for transactions related to the State's Purchasing Card.

4. INDIAN RIVER MARINA OPERATIONS - 103

The Indian River Marina Operations (GAAP Fund 103) is used by the Department of Natural Resources and Environmental Control to account for the financial transactions related to operation and maintenance of the Indian River Marina.

5. SPECIAL REVENUE FUNDS

The Special Revenue Funds are used to account for the proceeds of specific revenues that have external legal restrictions to expenditure for specified purposes.

Federal Revenue Funds - 225

The Special Revenue Funds include federal funds used for specific grant projects, identified as account 225 (with the exception of federal highway construction funds received by the Department of Transportation and included in the Transportation Trust Fund –301 and Federal Funds related to Delaware State University – fund 910).

Federal Pool Account - 226

The Special Revenue Funds include a temporary account used for the cost allocation of specific federal funds. This account is identified as account 226 on DFMS. DFMS reports as of 6/30/06 should reflect zero balances in all categories. Additionally, there should NO activity or balances reported on the GAAP package for Fund 226. Everything should be reported as GAAP Fund 225.

Local School Funds - 270

Special Revenue Funds are also used to account for those receipts from other sources whose use is restricted. Tax revenues of the local school districts are accounted for in a Special Revenue Fund - account 270.

Other Special Revenue Funds - 299

GAAP fund 299 is used on DFMS to account for those receipts from other sources whose use is restricted. Activities of the **Violent Crimes Compensation Board**, the Brandywine School construction account, and all other special revenue accounts- should be reported on the GAAP package as **GAAP FUND 100**. These accounts are identified as 299 in DFMS only to provide better tracking ability and are reported in the financial statements as part of operations activities in the General Fund.

6. CAPITAL PROJECTS FUNDS - 300

Capital Projects Funds, identified by account 300, are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds). These facilities include those provided to political subdivisions and other public organizations. These resources are derived principally from proceeds of general obligation bond issues and federal grants.

Capital Projects Fund - 300 (All State Capital Projects other than Transportation) Transportation Trust Fund - 301

The Transportation Trust Funds, identified by GAAP Fund 301, are funds of the Delaware Transportation Authority used to account for the financial resources to be used for construction of capital projects for the Department of Transportation. This fund includes federal highway construction funds.

7. DEBT SERVICE FUNDS

Debt Service Funds are used to account for the accumulation of resources for and the payment of general long-term debt principal and interest. This excludes such long term obligations such as capital leases and unfunded retirement costs, whose current portions are paid out of the General Fund. All Debt Service Payments will be reported by the State Treasurer except for the Wilmington Public Building.

State - 425

Debt Service funds are used to account for the State's portion of state general obligation and capital improvement bonded indebtedness.

Local - 450

Debt Service Fund resources include transfers from local school districts to cover an agreed upon portion of long term debt incurred for local school district capital projects.

8. PERMANENT FUNDS - 840

Permanent Funds are used to report the principal portion of resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the State's programs -- that is, for the benefit of the government or its citizenry. The restricted principal balances (including contributions) are reported as permanent funds while the accounts used for recording related earnings and expenditures of these funds are reported in ***GAAP General Fund 100***. The State has identified the following funds as Permanent Funds in GAAP Fund 840:

Parks Endowment Account

University of Delaware Land Grant

Land & Water Endowment Account
Mather Library Account
Ed Bruder Trust (DOT)

Permanent School Fund
Tallman Scholarship Fund

The Permanent Funds designation is used for tracking ability only and these funds are reclassified in the financial statements as operations in the General Fund.

9. PROPRIETARY FUNDS

Proprietary Funds is the umbrella term covering Enterprise Funds and Internal Service Funds. These funds are used to account for those ongoing activities of the State similar to those found in the private sector. The emphasis on reporting is on net income measurement and capital maintenance. The Generally Accepted Accounting Principles applicable to these funds are those used in similar business type enterprises in the private sector. The measurement focus is on the determination of net income, financial position and changes in financial position.

A) ENTERPRISE FUNDS

Enterprise Funds account for operations which are financed like private business enterprises. The government's intent is that the cost of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. Enterprise funds are also used where the government has decided that periodic determination of revenues earned, expenses incurred, and net income received, is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Enterprise Funds have been identified as:

Delaware State Housing Authority	650
Lottery	660
Unemployment Trust	670
DelDOT Fund *	

*The DelDOT Fund is used on the financial statements only to report the consolidation of all Department of Transportation activities, including the Delaware Transit Corp, Transportation Trust Fund (funds 101 and 301), the Delaware Transportation Authority and the remainder of all DOT activity.

10. FIDUCIARY FUNDS

Fiduciary Funds serves as an umbrella term for Pension Trust Funds, External Investment Trust Funds, and Agency Funds. These funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds.

A) PENSION TRUST FUNDS

Pension Trust Funds are used to account for public employee retirement systems. Based on monetary value, growth impact on governmental budgets and personnel management, and economic significance to individual government employees, the Pension Trust Funds are the most significant type of trust fund. Pension Trust Funds are used to account for the assets, liabilities, fund balance and transactions of the various State public employee retirement systems. In Delaware, all of the various pension plans are accounted for in Pension Trusts - **GAAP fund 845.**

B) AGENCY FUNDS - 850 thru 890

Agency Funds are purely custodial; assets equal liabilities and no fund balance exists. They, therefore, do not involve the measurement of the results of operations. Agency Funds are used to account for monies and properties collected by the State for distribution to other governmental units or designated beneficiaries. The monies arise from various taxes, deposits, payroll withholdings and other sources. The State is acting merely in the capacity of an agent. One example of an agency fund is a student account such as the French Club held by the school district. The school district is acting as the custodian of the funds - and has no rights over the funds. **Your petty cash account and other operational accounts are NOT agency funds for GAAP reporting purposes.** All operational accounts must be segregated from custodial accounts for GAAP reporting. Additionally, Agency funds have special reporting requirements. Among them - **CASH, INVESTMENTS AND ACCOUNTS RECEIVABLE MUST EQUAL ACCOUNTS PAYABLE TO BALANCE THE FUND.** Please refer to the specific instructions in completing the forms for reporting Cash, Investments, Accounts Receivable and Accounts Payable. If you need assistance, call Karen Chrisler at 672-5506.

The following accounts are identified as **Agency Funds**:

Child Support	855	
Pass-Through	880	
Other Agency	890	Custodial Accounts i.e. Patient, school clubs

Court Pass-Through accounts should be reported in GAAP package as GAAP Fund 880.

11. UNIVERSITY & COLLEGE FUND TYPE 910

In Delaware, the college fund type includes Delaware State University only. Delaware State University is reported as a component unit of the State of Delaware. The financial position and results of operations of Delaware State University, including its foundations and associations, is accountable for in accordance with existing authoritative accounting and reporting principles applicable to universities and colleges. GASB 35 provides that the Delaware State University reports its component unit operations as a Business Type Activity (Proprietary Fund). The college fund is identified on DFMS for tracking purposes as GAAP Fund 910. The University's internal records are maintained with an aggregation of the following individual fund types, within the designated fund 910:

TABLE OF ACCOUNTS

<u>Account</u>	<u>Fund</u>
General Fund	100
Transportation Trust Fund-Operations	101
SuperCard Operations	101
Indian River Marina Operations	103
Special Revenue Funds:	
Federal Funds	225
Federal Temporary Holding Account	226
Local School Funds	270
Other Special Revenue Funds	299
Capital Projects	300
Transportation Trust Fund-Capital	301
Debt Service Funds:	
State	425
Local	450
Enterprise Funds:	
State Housing Authority	650
Lottery	660
Unemployment Trust	670
Permanent Trust Funds	840
Pension Trusts	845
Deferred Compensation	846
Agency Funds:	
Child Support Collection	855
Custodial Pass-Through	880
Other Agency Funds	890
College & University Funds:	
Delaware State University	910

**INSTRUCTIONS FOR 2007 CLOSING
CASH/CHECKING, SAVINGS AND INVESTMENT ACCOUNTS
FORMS A-3, A-3b, A-4, A-4b, A-5 & A-6**

PURPOSE: To obtain any cash on hand including petty cash, lockboxes etc. plus the amounts held in **ALL** checking, savings, and investment accounts that exist **OUTSIDE** THE STATE ACCOUNTING SYSTEM (DFMS) plus any accrued interest receivable on those accounts.

DEFINITIONS: GASB defines an investment as having a maturity date of **greater than 90 days** at time of acquisition. Therefore, a CD with a maturity of 6-months would be classified as an INVESTMENT - **not Cash or a savings account.** **IF YOU HAVE ANY QUESTIONS PLEASE CALL Karen Chrisler 672-5506!**

CHECKING AND SAVINGS ACCOUNT BALANCE -The **Reconciled Book Balance at JUNE 30, 2007.** Use on Forms A-3 and A-4.

BANK BALANCE - Bank Statement Balance at JUNE 30, 2007- Use on Forms A-3B and A-4B.

INVESTMENT BALANCE - The Balance of all Investments held by the agency at JUNE 30, 2007.

INTEREST INCOME RECEIVABLE and INVESTMENT INCOME RECEIVABLE - The amount of Interest due on Checking, Savings, and Investment Accounts at JUNE 30, 2007.

SOURCE: Checkbooks, lockboxes, savings account passbooks, certificates of deposit, or other investment documents.

PROCEDURES:

1. Review all checking, savings, and investment accounts held **outside** of the State accounting system to determine the appropriate GAAP Fund category in which to report the balances.
2. Prepare reconciliation at June 30, 2007 on all accounts to determine that **BOOK BALANCES** are correct. **DO NOT USE THE BANK RECONCILIATION DATE - REPORT YOUR BOOK BALANCE FOR EACH ACCOUNT AT JUNE 30, 2007.**
3. **Prepare working papers as follows:**
 - A) Prepare an individual sheet for each GAAP fund. Separate accounts - use form A-3 for Cash, Checking and Savings accounts **BOOK BALANCES** and for A-3B for **BANK BALANCES**. Use form A-5 for Investment accounts. CDs with a maturity of greater than 90 days at time of acquisition should be reported as investments on form A-5. **You must retain copies of the supporting detail with your GAAP package workpapers.**
 - B) **COMPLETE THE IDENTIFICATION BLOCK ON THE TOP OF THE FORM.** These forms should be completed even if you have no outside accounts to report. If you have no outside accounts to report, complete the agency identification section at the top of the form and check the N/A block. Remember, Forms A-3, A-3B and A-5 are the supporting documentation for completing the Summary forms A-4, A-4B and A-6 and the new *Cash Activity Summary*.
 - C) Record the name of checking, savings, or investment account, the name of the bank and identifying number for each account. For **CASH**, identify the amount on hand and the reason (purpose) of the cash on hand.

- D) Record the reconciled **BOOK** balance - **NOT** the Bank Statement Balance (after appropriated reconciling adjustments) at June 30, 2007 on form **A-3**. Do not adjust the balance for prepaid items.
- E) Forms **A-3B** and **A-5** require you to record the Federal Employer Identification Number (**EI#**) or Social Security Number (**SSI#**) used to open the account. On form **A-3B**, indicate whether the account was opened through the Office of the State Treasurer by completing Col. #3 with **Yes or No**. Record the Bank Statement Balance at June 30, 2007 on form **A-3B**. If your bank statement date is not June 30, you must request a separate balance confirmation from the bank.
- F) Determine the amount of interest or dividends due the State:
- 1.) On Book Balances, obtain interest earned from the bank statement for the account but not recorded as part of your book balance at June 30. **If the period covered by the statements begins prior to June 16th, report ALL of the interest as INTEREST RECEIVABLE. If the period covered by the statement begins on June 16th or later, do not report ANY interest as receivable.**
 - 2.) On Investments, interest between the date interest was last paid prior to June 30th and June 30th should be accrued; dividends declared and payable but not yet paid should be accrued; a proportionate share of discount (premium) on investments acquired at a discount (premium) should also be reflected as income (expense).
 - 3) For Investments, report the total market value of the account (including interest receivable) and the purpose for which the account was established.
- 4) After all information has been listed, total the reconciled balance and interest income receivable columns. For investments, total the carry value, interest income receivable and market value columns.
- 5) Post asterisk (*) column totals from **A-3** to **A-4 Summary of Cash, Saving & Checking Accounts-Book Balances**. Post asterisk (*) column totals from **A-3B** to **A-4B Summary of Cash, Saving & Checking Accounts-Bank Balances**. Post asterisk (*) column totals from **A-5** to **A-6 Summary of Investments**.
- 6) Complete Form **A-10, GASB 3 Credit Risk Classifications** following the directions provided on pages A-7 through A-9. **ALL AGENCIES MUST COMPLETE FORM A-10.**
- 7) Complete Form **A-12, Activity Summary** following the directions provided on pages A-11. **ALL AGENCIES MUST COMPLETE FORM A-12.**

GAAP Funds 850-899- For these funds you must also complete the equation - **The Total of Cash & Investments plus Accounts Receivable must equal the Total Accounts Payable for the fund** - There is a separate space in the Accounts Payable forms for this entry. **IF YOU NEED ASSISTANCE, call Karen Chrisler 672-5506.**

Complete the working papers and return them to your Business Manager for data entry on the DFMS GAAP module. Keep a copy of your working papers for your records. **You must maintain adequate documentation for all amounts reported in order to provide a sufficient audit trail.**

FORMS A-3B AND A-5 REQUIRE A SIGNATURE. RETAIN THE ORIGINAL OF ALL FORMS A-3B AND A-5 WITH YOUR GAAP PKG WORKPAPERS.

RETURN A COPY OF ALL FORMS A-3B AND A-5 TO THE DIVISION OF ACCOUNTING, ATTENTION KAREN CHRISLER – STATE MAIL CODE D570C FAX 739-1304

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

CASH/CHECKING/SAVINGS ACCOUNT-BOOK BALANCES (A-3)
AT JUNE 30, 2007

GAAP FUND # : _____

	(1) Name of Account Bank Name & Account #	(2) * Reconciled Book Balance at 6/30/07	(3) * Interest Income Receivable at 6/30/07	(4) Purpose of Account
1				
2				
3				
4				
5				
6				

(5) TOTALS: * _____ * _____

- (1) Enter the name of the account, the Bank Name and full account number**
- (2) Enter the reconciled book balance, NOT BANK BALANCE, at 6/30/07**
- (3) Enter the interest earned but not received at 6/30/07- See Instructions**
- (4) What is the purpose of the account - example - Petty cash - to pay small bills?**
- (5) * Post Fund Total on Form A-4**

NOTE: Use a separate form for each GAAP Fund

RETAIN THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code: _____ Fiscal Year 07 N/A: _____
 Agency Name: _____ Prepared By: _____ Phone#: _____

CASH/CHECKING/SAVINGS ACCOUNT- BANK BALANCES (A-3B)
AT JUNE 30, 2007

GAAP FUND # :

	(1) Bank Name & Account #	(2) Account Federal EI #	(3) State Treas. Yes/No	(4) Bank Balance at 6/30/07	(5) Purpose of Account
1					
2					
3					
4					
5					
6					

(6) TOTALS * _____

- 1) Name of Bank and Full Account Number
- 2) Enter the Federal EI # or SSI # used to open account
- 3) Was the account opened through the Office of the State Treasurer? - Yes or No
- 4) Balance per June 30, 2007 bank statement
- 5) What is the purpose of the account? example - petty cash
- 6) Post Fund Total to Form A-4b

Authorized Signature:

 I certify that all **Checking/Savings Bank Accounts** have been reported and to the best of my knowledge, the above information is accurate and complete.

Note: To help ensure effective accounting controls over the State's assets, the **authorized signature** should be someone other than the person responsible for the day to day activities of the account or the person preparing this report.

NOTE: USE A SEPARATE FORM FOR EACH GAAP FUND
RETAIN THE SIGNED ORIGINAL OF THIS FORM WITH YOUR GAAP PACKAGE WORKPAPERS. A COPY OF THIS FORM MUST BE RETURNED TO THE DIVISION OF ACCOUNTING, ATT Karen Chrisler – STATE MAIL CODE D570C OR FAX 739-1304.

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

CASH, CHECKING & SAVINGS ACCOUNT - BOOK BALANCES SUMMARY (A-4)
AT JUNE 30, 2007
(Source - A-3)

	Reconciled Book Balances GAAP Fund	at June 30 2007	Reconciled Book Balances at June 30 2006	Interest Income Receivable at June 30 2007	Interest Income Receivable at June 30 2006
	<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Agency should post FY 07 information from Forms A-3 in Col. 1, 2 & 4. Post FY06 information (from last year's GAAP Package) in Col. 3 & 5 for comparison purposes only. An explanation is REQUIRED in the comment section for an increase or decrease of 5% or greater from one year to the next.

COMMENTS:

This form MUST BE COMPLETED AND ENTERED ON DFMS IN THE GMEN PROGRAM by ALL agencies.

RETAIN THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

CASH, CHECKING & SAVINGS ACCOUNT - BANK BALANCES SUMMARY (A-4B)
AT JUNE 30, 2007
(Source - A-3b)

	GAAP Fund	Bank Balance	Bank Balances
	(1)	at June 30, 2007	at June 30, 2006
		(2)	(3)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Agency should post FY 07 information in Col. 1, 2. Enter FY 06 information from last year's GAAP package in Col. 3. Compare the columns - an increase or decrease of 5% or greater from one year to the next REQUIRES an explanation in the comments section below.

COMMENTS:

** Total cash classified on form A10 must equal the Total 6/30 Bank Balance (col. 2) for Cash, Savings & Checking Accounts as reported above.*

This form MUST BE COMPLETED AND ENTERED ON DFMS IN THE GMEN PROGRAM by ALL agencies.

RETAIN THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code: _____ Fiscal Year 07 N/A: _____
 Agency Name: _____ Prepared By: _____ Phone#: _____

INVESTMENT ACCOUNT BALANCES (A-5)
AT JUNE 30, 2007

GAAP FUND # :

	(1) Name of Account Bank Name & Account #	(2) Federal EI Number	(3) Market Value at 6/30/07	(4) * Interest Income Receivable at 6/30/07	(5) Reconciled Book Balance (Carry Amount) at 6/30/07	(6) Purpose of Account
1						
2						
3						
4						
5						
6						

(7) TOTALS: _____ * _____ * _____ *

(1) Enter Name of the account and the name of the Bank/Investment Institution and Full Account Number

(2) Enter the Federal EI number or SSS number used to establish the account - See instructions

(3) Enter your market value for the investment at 6/30/07 - See instructions

(4) Enter the interest earned on the account but not received (not posted to your book balance) at 6/30/07 - See instructions

(5) Enter the book (carry value) balance of the investment at 6/30/07

(6) What is the purpose of the account ? Example - Scholarship fund

(7) Post Fund Total on Form A-6

Authorized Signature:

*I certify that all **Investment** accounts have been reported and to the best of my knowledge, the above information is accurate and complete.*

Note: To help ensure effective accounting controls over the State's assets, the **authorized signature** should be someone other than the person responsible for the day to day activities of the account or the person preparing this report.

NOTE: Use a separate form for each GAAP Fund RETAIN THE SIGNED ORIGINAL OF THIS FORM WITH YOUR GAAP PACKAGE WORKPAPERS.

**A COPY OF THIS FORM MUST BE RETURNED TO THE DIVISION OF ACCOUNTING, ATT.:
 Karen Chrisler – STATE MAIL CODE D570C OR FAX 739-1304.**

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

INVESTMENT ACCOUNT BALANCES (A-6)
AT JUNE 30, 2007

DOCUMENT A-6A

LINE #	GAAP FUND (1)	MARKET VALUE at 6/30/2007 (2)	INTEREST INCOME RECEIVABLE at 6/30/2007 (3)	RECONCILED BOOK (CARRYING VALUES) at 6/30/2007 (4)
1				
2				
3				
4				
5				
6				
TOTALS				

*The section above plus the comments below **MUST BE COMPLETED AND ENTERED ON DFMS** by ALL Agencies.*

COMMENTS:

DOCUMENT A-6B

LINE #	GAAP FUND (1)	MARKET VALUE at 6/30/2006 (2)	INTEREST INCOME RECEIVABLE at 6/30/2006 (3)	RECONCILED BOOK (CARRYING VALUES) at 6/30/2006 (4)
1				
2				
3				
4				
5				
6				
TOTALS				

*The section above should be completed (using data from your FY 2006 GAAP package) and compared to GMEN screen A6-B for verification purposes only. An explanation is required in the comments section for an increase or decrease of 5% or greater from one year to the next. **RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS***

**INSTRUCTIONS FOR 2007 CLOSING
GASB-3 (RISK) CLASSIFICATIONS- FORM A-10**

This form **MUST** be completed and entered on DFMS by **ALL** agencies. If you do not have any cash/investment accounts held outside of the State accounting system, complete identification block at the top of the form and check the N/A block to indicate that this form does not apply to your agency. **If you have any questions or need assistance, please call Karen Chrisler at 672-5506.**

1) Complete the **CASH CLASSIFICATION** section on form **A-10** for your cash, savings and checking accounts - **BANK BALANCES** using the following guidelines:

- A. Is the account insured? FDIC and FSLIC insure up to \$100,000 per account. However, separately named accounts of a governmental agency in a single financial institution may not necessarily be treated as separate accounts for the purposes of applying the \$100,000 limit. Because the amount of insurance coverage depends upon the nature and purpose of the agency's separate accounts, the agency should investigate the extent to which it is covered by Federal Depository Insurance at each institution. Enter the total amount of all **INSURED** funds in column # **1** on form **A-10**.
- B. If any amount is not insured, determine if the account is collateralized. (* See below for a definition of collateral and State requirements.) Enter the total amount of all **UNINSURED BUT COLLATERALIZED** funds in column # **2** on form **A-10**.
- C. Enter the total amount of any funds that is **NEITHER INSURED NOR COLLATERALIZED** in column # **3** on form **A-10**.
- D. Total the columns across. This total **MUST** agree with the cash total shown at the bottom of form **A-4b- BANK BALANCES**. If the totals do not agree, error messages will be generated when the information on the forms is entered on DFMS.

* The term collateral as used above refers to the security pledged by a financial institution to a government entity for this deposit. All State funds are required, by law, to be collateralized by direct obligations of, or obligations which are unconditionally guaranteed by, the United States of America, or other suitable obligations as determined by the Cash Management Policy Board, unless the Board shall find such collateralization not in the best interest of the State.

The Board has determined that certificates of deposit and time deposits must be collateralized unless the bank issuing the certificate has assets of not less than \$ 5 Billion and is not rated lower than "B" by Keefe, Bruyette and Wood's Bank Watch Service. The Board has determined that State demand deposits need not be collateralized provided that any bank that holds these funds has for the latest two years, a return on total average assets of 5 % or greater and an average equity-capital ratio of at least 1:20. If the bank does not meet the above criteria, collateral must consist of one or more of the following:

- a) U. S. Government Securities;
- b) U. S. Government Agency Securities;
- c) State of Delaware Securities; or,
- d) Securities of a political subdivision of the State with a Moody's Investors Service rating of "A" or better.

Additionally, the bank must ensure that these securities pledged as collateral have a market value equal to or greater than 102 % of the ledger balance(s) in the account(s) each day and ensure that securities pledged are identified and segregated on the bank's records.

- 2) Complete the **INVESTMENTS CLASSIFICATION** section of form **A-10** using the following guidelines:

The **Market Value** and the **Carrying Value** of **ALL** Investments (including Repurchase Agreements) at June 30, 2007 must be reported for **EACH TYPE** of investment, classified in one of the following three categories of credit risk.

Category A: Investment Securities in this category are either **a)** Insured, **b)** Registered, or **c)** held by the entity or its agent in the agency's or State's name. Securities are considered registered for purposes of the section **ONLY** if registered in the name of the governmental entity.

Category B: Investment Securities in this category are both uninsured and unregistered but are secured by collateral held by the counterparty's trust department or agent in the entity's name.

Category C: Investment Securities in this category are both uninsured and unregistered and are secured by collateral held by the counterparty or by its trust department or agent but not in the entity's name. (This includes the reporting of the carrying value of any repurchase agreements.

NOTE: The Grand Total Market Value and Grand Total Carrying Value **MUST EQUAL** the total Market and Carrying Value of all funds reported on Form **A-6**.

TERMS:

The term **SECURITIES**, as used in the previous paragraphs includes securities underlying repurchases agreements and investments securities.

The term **AGENT** refers to a financial institution or broker-dealer that is a custodial agent only, who has a contractual relationship with the entity to hold, at the discretion of the entity, securities owned by or pledged to the entity.

The term **COUNTERPARTY** refers to the issuer of a security, a financial institution holding a deposit, a broker-dealer selling securities, or a third party holding securities or collateral. A financial institution or broker-dealer that acts as a purchasing agent by acquiring securities for an agency should be considered a counterparty for purposes of classification whether the securities come from the institution's or broker-dealer's trading inventory or from the open market.

The term **TRUST DEPARTMENT** refers only to the trust departments of financial institutions such as commercial banks, savings banks and savings and loan associations.

Assets held by those trust departments as custodial agents for outside parties are considered legally separate from the assets of the financial institution and are held strictly on a fiduciary basis. Those trust departments are authorized by and regulated under various

state and federal laws. Non-financial institution broker-dealers **DO NOT** have trust departments. In addition, Safekeeping Departments are **NOT** considered trust departments, therefore securities held by them (even if identified as owned by the agency) fall into

Category C.

The Following examples may assist in the classification of Investments:

Example # 1

A government instructs its broker to purchase \$800,000 of U.S. government securities. The broker purchases the securities, holds them in its safekeeping account, and identifies them in its internal records as owned by the entity. The broker is a member of the Securities Investor Protection Corporation (SIPC) and thus its accounts are insured to \$ 500,000. In this situation, the government should classify \$ 500,000 of its investment as insured (***Category A***) and \$300,000 as uninsured and unregistered securities held by the counterparty (***Category C***).

Example # 2

A governmental entity instructs a financial institution that is **NOT** a member of SIPC to purchase \$ 800,000 of U.S. government securities. The financial institution's trading department purchases the securities and they are held by the financial institution's trust department. The trust department's internal records identify the securities as owned by the entity. The entity should classify the entire amount as uninsured and unregistered, securities held by the counterparty's trust department in the entity's name (***Category B***). However, if those securities are held in the financial institution's safekeeping department, even if held in the entity's name, the entire amount should be classified as uninsured and unregistered, with securities held by the counterparty (***Category C***).

Agency Code: _____ Fiscal Year 07 N/A: _____
 Agency Name: _____ Prepared By: _____ Phone#: _____

Screen A10A

GASB 3 CREDIT RISK CLASSIFICATIONS (A-10)

CASH, SAVINGS & CHECKING ACCOUNTS-BANK BALANCE CLASSIFICATION

<i>INSURED (1)</i>	<i>UNINSURED BUT COLLATERALIZED (2)</i>	<i>UNINSURED & NOT COLLATERALIZED (3)</i>	TOTAL * OF <u>ALL</u> CASH (4)

* Total of all cash must equal the Total 6/30 Bank Balance (col. 2) for Cash, Savings & Checking Accounts as reported on Form A-4B.

INVESTMENT CLASSIFICATIONS

<i>INVESTMENT TYPE</i>	<i>CATEGORY A</i>		<i>CATEGORY B</i>	
	<i>MARKET VALUE</i>	<i>CARRYING VALUE</i>	<i>MARKET VALUE</i>	<i>CARRYING VALUE</i>
Commercial Paper				
Bankers Acceptance				
U. S. Gov. Securities				
Repurchase Agreement				
Reverse Repurchase Agreement				
Other				
Column Subtotals:				

Screen A10B

<i>INVESTMENT TYPE</i>	<i>CATEGORY C</i>		<i>TOTALS- ALL CATEGORIES **</i>	
	<i>MARKET VALUE</i>	<i>CARRYING VALUE</i>	<i>MARKET VALUE</i>	<i>CARRYING VALUE</i>
Commercial Paper				
Bankers Acceptance				
U. S. Gov. Securities				
Repurchase Agreement				
Reverse Repurchase Agreement				
Other				
Column Subtotals:			<u>Grand Totals:</u>	<u>Grand Totals:</u>

** GRAND TOTALS from All Categories Columns MUST Equal The Totals For Carrying Value And Market Value As Reported On Form A-6.

THIS FORM MUST BE COMPLETED AND ENTERED ON DFMS. DFMS entry is TWO screens.

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS.

**INSTRUCTIONS FOR 2007 CLOSING
ACTIVITY SUMMARY - FORM A-12**

This form **MUST** be completed and entered on DFMS by **ALL** agencies. If you do not have any cash/bank accounts held outside of the State accounting system, complete identification block at the top of the form and check the N/A block to indicate that this form does not apply to your agency. **If you have any questions or need assistance, please call Karen Chrisler at 672-5506.**

Section A For all Cash, Savings and Checking Accounts GAAP Funds 100-450:

Purpose: To report the total revenue collected and expenditures made through accounts held outside the State's accounting system (DFMS) beginning July 1, 2006 and ending June 30, 2007. **DO NOT INCLUDE ANY ACTIVITY THAT HAD BEEN PROCESSED THROUGH DFMS !**

Source: Completed Summary Form *A-4*, Account Ledgers

Definition: Program Revenue - Direct Revenues of the Account - for example cafeteria receipts, rent receipts, item sales, donations. Does not include interest, tax revenues or any federal reimbursement.

INSTRUCTIONS:

COMPLETE THE IDENTIFICATION BLOCK at the top of the form.

- Col. 1) Enter the GAAP fund number of activity
- Col. 2) Enter the total amount of Program Revenue received.
- Col. 3) Enter the total amount of Federal Grant Reimbursements received.
- Col. 4) Enter the total amount of Interest collected during the fiscal year.
- Col. 5) Add together the amounts in Column 2, 3, and 4 and enter the total in Col. 5.
- Col. 6) Enter the total disbursements made during the year.

Section B - GAAP Agency (850-899) Accounts Activity Summary

This section summarizes account activity for the GAAP 850-899 accounts. For each account title:

- Col. 2) Enter the June 30, 2006 ending balance. This must agree with GMEN 6/30/06 balance.
 - Col. 3) Enter the total additions
 - Col. 4) Enter the total deductions
 - Col. 5) Enter the total ending balance. (Col. 2 plus Col. 3 minus Col. 4 equals Col. 5.
- GMEN will roll forward the 6/30/06 balance for you. Column 5 total by category must equal the corresponding source – ex Net Accounts Receivable ending balance from B-4A.

Keep a copy of your working papers for your records. **You must maintain adequate documentation for all amounts reported in order to provide a sufficient audit trail.**

Enter form *A-12* on DFMS. You must enter the **ACTIVITY SUMMARY** even if you checked the *N/A* block in the Identification Block.

Agency Code: _____ Fiscal Year 07 N/A: _____
 Agency Name: _____ Prepared By: _____ Phone#: _____

ACTIVITY SUMMARY (A-12)
AT JUNE 30, 2007

Section A

Do not include any activity in GAAP fund 850-899 in Section A.

(1)	(2)	+	(3)	+	(4)	=	(5)	(6)
GAAP	Program		Federal Grant		Interest		Total	Total
Fund	Fees/Receipts		Reimbursements		Earnings		Revenue	Expenditures

Section B - This section must be completed for all 850-899 GAAP funds.

	(2)	+	(3)	--	(4)	=	(5)
	6/30/2006		Total		Total		6/30/2007
Account Type	Ending Balance		Additions		Deductions		Ending Balance
Cash, Savings & Checking Accounts							
Investments							
Accounts Receivable							
Accounts Receivable Due From Other Agencies							
Accounts Payable							
Accounts Payable Due To Other Agencies							
Other Liabilities							

THIS FORM MUST BE COMPLETED AND ENTERED ON DFMS IN THE GMEN PROGRAM BY ALL AGENCIES.

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

INSTRUCTIONS FOR 2007 CLOSING
ACCOUNTS RECEIVABLE-FORMS B-3A & B-4AB, B4CD

PURPOSE: To record all revenue earned on or before June 30 in Fiscal Year 2007, for which the payment will not be received until after June 30, 2007, for the purpose of reporting accounts receivable on the financial statements.

DEFINITION: ACCOUNTS RECEIVABLE represent the amounts billed or billable to patients, clients, or taxpayers; they arise when the state provides goods or services to others or establishes a due date for various fees or taxes. Accounts receivable outstanding are reported as a **cumulative total**, not just the activity of the current fiscal year. **For the purpose of this project, you must complete forms B-3 and all forms B-4 if your gross accounts receivable (in the aggregate) equals or exceeds \$100,000.** Do **NOT** include items due from other state agencies or from federal grants or contracts.

SOURCE: Open billings on June 30, 2007 or bills prepared after June 30, 2007 for ALL goods or services delivered before July 1, 2007. **DO NOT INCLUDE BILLS TO OTHER STATE AGENCIES OR FOR FEDERAL GRANTS/CONTRACTS on these forms.** Bills due from other agencies will be reported on Forms **B-3B, B-EF & B-4GH**. Federal Grants/Contracts will be reported as Grants Receivable on Forms **E-3, E-4 and E-5** (instructions page **E-1** through **E-2b**).

PROCEDURES:

1. Review cash receipts for the month of July to determine if some of these should be accounts receivable at June 30, 2007.
2. Review all billings July 1, 2007 to July 31, 2007 to see if they reflect prior fiscal year activity and should be accounts receivable at June 30, 2007.
3. Prepare the supporting detail workpapers (steps 3a-3d) which will be used to complete forms **B-3A, B-4AB and B4CD** :
 - a) Record your **agency code** at the top of each page. Use the **6-digit code** used on the **FY 06 GAAP** pkg unless your agency has had reorganization. Complete the balance of the header.
 - b) Record your receivables, billed or unbilled. Adequate documentation should include a listing by account name and the amount receivable at June 30, 2007. **If the total gross accounts receivable (in the aggregate) is less than \$100,000, you are only required to complete the header section of each form B-3A, B-4AB and B-4CD, checking the N/A block**
 - c) Determine the estimated amount of receivables that you believe will not be collected and record as an allowance for doubtful accounts. **Document the procedure used to determine this uncollectible amount.** Your supporting documentation should include a description of your agency's collection policy and procedures. The procedure used to determine the amount of uncollectible Accounts Receivable should be reviewed periodically to determine whether revisions are necessary due to changing conditions...
 - d) **IN ORDER TO TRANSFER ANY UNCOLLECTIBLE ACCOUNTS RECEIVABLE FROM THE ACTIVE FILE TO THE PERMANENT INACTIVE FILE, THE AGENCY MUST HAVE THE WRITTEN APPROVAL OF THE SECRETARY OF FINANCE.** The cumulative total of any amounts transferred to the permanent inactive file should be entered on the line

provided on form **B-3A**. Accounts transferred to the permanent inactive file should not be included in the total accounts receivable. **Do not transfer any amount that was not approved by June 30, 2007.** These accounts would remain in both total receivables and the allowance for doubtful accounts. (Copies of supporting documentation should be included with these workpapers.) Please call Karen Chrisler 672-5506 for assistance.

USE THE SUPPORTING DETAIL WORKPAPERS TO COMPLETE FORM *B-3A* as follows:

COMPLETE THE IDENTIFICATION BLOCK AT THE TOP OF THE FORM ! If your agency does not have any accounts receivable or if your gross accounts receivable (in the aggregate) is less than \$100,000, indicate by checking the N/A block at the top of the form.

Enter the **GAAP Fund** number for these accounts. Use one form for each GAAP Fund.

Enter the **Cumulative total** of accounts receivable transferred to the Permanent Inactive File. Any account transferred to the Permanent Inactive File must not be included in any column below.

Col. 1: Report the total amount of accounts receivable at June 30, 2007. The total amount includes **all** receivables billed or unbilled at June 30, 2007. Do not include any accounts transferred to the permanent inactive file. **DO NOT REPORT ANY GRANT RECEIVABLES OR AMOUNTS OWED TO YOU BY ANOTHER STATE AGENCY** i.e. Departments # 01-95 Exception-report any Amounts owed to you by the University of Delaware in this section)

Col.2: Report the estimated **ALLOWANCE FOR DOUBTFUL ACCOUNTS**, the amount you have determined to be uncollectible. Do not include any accounts transferred to the permanent inactive file. **YOU MUST MAINTAIN DOCUMENTATION FOR THE PROCEDURE USED TO DETERMINE THE ALLOWANCE FOR DOUBTFUL ACCOUNTS IN YOUR WORKPAPERS.**

Col. 3: **Add** (+) col. 1, **subtract** (-) col. 2 **equals** (=) col .3 (***NET RECEIVABLES***).

Col. 4: Enter the amount of Net Receivables that you have determined to be collectible **within 60 days**.

Col. 5: Enter the amount of Net Receivables that you have determined to be collectible **within 61 days and 365 days** (collected prior to June 30, 2008)

.Col. 6: Enter the remaining amount of Net Receivables that you have determined to collectible after **365 days**. **The sum total of columns 4, 5 and 6 must equal the amount entered in Column 3. Use Forms *B-3A* to Complete Forms *B-4A* and *B-4C*, the Accounts Receivable Summaries.**

Instructions for Form *B-4AB*

FORM *B-4AB* MUST BE COMPLETED AND ENTERED ON DFMS.

Complete the identification block at the top of ***B-4AB***. Again, if your agency has no accounts receivable, indicate by checking the N/A block at the top of Form ***B-4AB***. Complete the bottom section of ***B-4B*** using totals from your 2006 GAAP package. and compare to section ***B-4A***. An explanation is required in the comments section for an increase or decrease of 5% or greater from one year to the next.

Document B-4A

Col. 1: Enter the GAAP fund number of Form **B-3A**.

Col. 2: Enter the asterisk (*) total from Col. 4 of Form **B-3A**.

Col. 3: Enter the asterisk (*) total from Col. 5 of Form **B-3A**.

Col. 4: Enter the asterisk (*) total from Col. 6 of Form **B-3A**.

Col. 5: Add Col. 2, 3 and 4 and enter the total in col. 5. This amount must equal the total of Col. 3, Net Receivables to be collected on form **B-3A**.

Total net accounts receivable by GAAP fund **must equal** the total net receivables reported on documents **B-4CD**.

INSTRUCTIONS FOR FORM B-4CD

FORM B-4CD MUST BE COMPLETED AND ENTERED ON DFMS. Complete the identification block at the top of **B-4CD**. Again, if your agency has no accounts receivable, indicate by checking the **N/A** block at the top of Form **B-4CD**. Complete the bottom section **B-4D** using totals from your 2005 GAAP package, and compare to section **B-4C**. An explanation is required in the comments section for an increase or decrease of 5% or greater from one year to the next.

Col. 1: Enter the GAAP fund number of Form **B-3A**.

Col. 2: Enter the asterisk (*) total from Col. 1 of Form **B-3A**.

Col. 3: Enter the asterisk (*) total from Col. 2 of Form **B-3A**.

Col. 4: Subtract the total in Col. 3 from the total in Col. 2. Enter the total in col. 4. This amount must equal the total of Col. 3, Net Receivables to be collected on form **B-3A**.

Total net accounts receivable by GAAP fund **must equal** the total net receivables reported on documents **B-4CD**. An entry warning is generated for data entry of **B-4A**. An error message is generated for data entry of **B-4C**. No data will be saved on GMEN if the total net receivables reported on **B-4AB** does not agree with the total net receivables reported on **B-4CD**.

COMPLETE THE ACCOUNTS RECEIVABLE WORKING PAPERS AND RETURN THEM TO YOUR BUSINESS MANAGER FOR DATA ENTRY ON DFMS.

NOTES: Accounts Receivable reported for an Agency Fund (GAAP funds 850-890 only) must report an Accounts Payable amount equal to the sum of Cash/Investments book balances plus Accounts Receivable. If the fund's Accounts Payable is greater than the sum of Cash/Investments and Accounts Receivable, you will need to increase the Accounts Receivable for the fund. In addition, **you must report the total additions to and deductions from (collections) the fund during the year.** This should be reported Form **A-12**.

As instructed on forms **B-4AB** and **B-4CD**, compare current year total net accounts receivable to the prior year totals by fund. Any increase or decrease in Net Accounts Receivable of 5% or greater requires an explanation in the COMMENTS section of the form. This explanation must also be keyed into the GMEN system.

MAINTAIN DOCUMENTATION-ADEQUATE DOCUMENTATION MUST BE MAINTAINED FOR AMOUNTS REPORTED IN ORDER TO PROVIDE A SUFFICIENT AUDIT TRAIL. Adequate documentation should include a listing by account name and amount receivable at June 30, 2007. The total should agree with the total of col. 1 on forms **B-3A**.

YOU MUST MAINTAIN DOCUMENTATION FOR THE PROCEDURE USED TO DETERMINE THE ALLOWANCE FOR DOUBTFUL ACCOUNTS IN YOUR WORKPAPERS. Retain copies of all Forms **B-3A**, **B-4AB** & **B-4CD** with your supporting detail workpapers.

INSTRUCTIONS FOR 2007 CLOSING
ACCOUNTS RECEIVABLE DUE FROM OTHER AGENCIES
-FORMS B-3b, B-4EF & B4GH

PURPOSE: To record all revenue earned on or before June 30 in Fiscal Year 2007, for which the payment will not be received until after June 30, 2007, for the purpose of reporting Accounts Receivable Due From other State Agencies or Funds on the financial statements.

DEFINITION: ACCOUNTS RECEIVABLE **DUE FROM** other agencies represent the amounts billed or billable to other State Agencies and Funds. They arise when a state agency or fund provides goods or services to other agencies or funds or establishes a due date for various fees or taxes. Outstanding Accounts Receivable **Due From** other agencies are reported as a **cumulative total**, not just the activity of the current fiscal year. **For the purpose of this project, you must complete form B-3b and all forms B-4EF and B-4GH you have any gross accounts receivable due from any other State Agency or GAAP Fund.** Do **NOT** report items due from federal grants or contracts. Do **NOT** include items due from outside vendors or items due from the University of DE. These items should be reported on forms B-4A through B-4CD.

SOURCE: Open billings on June 30, 2007 or bills prepared after June 30, 2007 for **ALL** goods or services delivered before July 1, 2007. Do **NOT** include bills for Federal Grants/Contracts on **these** forms. Federal Grants/Contracts will be reported as Grants Receivable on Forms E-3 and E-4 and E-5 (instructions page E-1 through E-2b). Report items due from the University of DE on regular accounts receivable (Forms B-3, B-4AB & B-4CD)

PROCEDURES:

1. Review cash receipts and IV documents for the month of July to determine if some of these should be accounts receivable at June 30, 2007.
2. Review all billings July 1, 2007 to July 31, 2007 to see if they reflect prior fiscal year activity and should be accounts receivable at June 30, 2007.
3. Prepare the supporting detail workpapers (steps 3a-3d) which will be used to complete forms **B-3b, B-4EF and B4GH** :
 - a) Record your **agency code** at the top of each page. Use the **6-digit code** used on the **FY 06 GAAP** pkg unless your agency has had reorganization. Complete the balance of the header.
 - b) Record your receivables, billed or unbilled. Adequate documentation should include a listing by account name and the amount receivable at June 30, 2007. **If you do not have gross accounts receivable due from other agencies and/or funds, you are only required to complete the header section of each form B-3b, B-4EF and B-4GH, checking the N/A block**
 - c) Determine the estimated amount of receivables that you believe will not be collected and record as an allowance for doubtful accounts. **Document the procedure used to determine this uncollectible amount.** Your supporting documentation should include a description of your agency's collection policy and procedures. The procedure used to determine the amount of uncollectible Accounts Receivable due from other agencies and/or funds should be reviewed periodically to determine whether revisions are necessary due to changing conditions.

- d) **IN ORDER TO TRANSFER ANY UNCOLLECTIBLE ACCOUNTS RECEIVABLE FROM THE ACTIVE FILE TO THE PERMANENT INACTIVE FILE, THE AGENCY MUST HAVE THE WRITTEN APPROVAL OF THE SECRETARY OF FINANCE.** The Cumulative total of any amounts transferred to the permanent inactive file should be entered on the line provided on form **B-3A**. Accounts transferred to the permanent inactive file should not be included in the total accounts receivable. **Do not transfer any amount that was not approved by June 30, 2007.** These accounts would remain in both total receivables and the allowance for doubtful accounts. (Copies of supporting documentation should be included with these workpapers.) Please call Karen Chrisler 672-5506 for assistance.

USE THE SUPPORTING DETAIL WORKPAPERS TO COMPLETE FORM B-3b as follows:

COMPLETE THE IDENTIFICATION BLOCK AT THE TOP OF THE FORM! If your agency does not have any accounts receivable due from other State agencies and/or funds, indicate by checking the **N/A** block at the top of the form.

Enter the **GAAP Fund** number for these accounts. Use one form for each GAAP Fund.

Enter the **Cumulative total** of accounts receivable transferred to the Permanent Inactive File. Any account transferred to the Permanent Inactive File must not be included in any column below.

Col. 1: Report the total amount of accounts receivable due from other State agencies or funds at June 30, 2007. The total amount includes receivables billed or unbilled at June 30, 2007. Do not include any accounts transferred to the permanent inactive file. **DO NOT REPORT ANY GRANT RECEIVABLES OR AMOUNTS OWED TO YOU BY THE UNIVERSITY OF DE.**

Col.2: Report the estimated **ALLOWANCE FOR DOUBTFUL ACCOUNTS**, the amount you have determined to be uncollectible. Do not include any accounts transferred to the permanent inactive file. **YOU MUST MAINTAIN DOCUMENTATION FOR THE PROCEDURE USED TO DETERMINE THE ALLOWANCE FOR DOUBTFUL ACCOUNTS IN YOUR WORKPAPERS.**

Col. 3: **Add** (+) col. 1, **subtract** (-) col. 2 **equals** (=) col .3 (***NET RECEIVABLES***).

Col. 4: Enter the amount of Net Receivables that you have determined to be collectible **within 60 days**.

Col. 5: Enter the amount of Net Receivables that you have determined to be collectible **within 61 days and 365 days** (collected prior to June 30, 2007)

.Col. 6: Enter the remaining amount of Net Receivables that you have determined to collectible after **365 days**. **The sum total of columns 4, 5 and 6 must equal the amount entered in Column 3.** Use Forms **B-3B** to complete Forms **B-4EF** and **B-4GH**, the Accounts Receivable Summaries.

Instructions for Form B-4EF

FORM B-4EF MUST BE COMPLETED AND ENTERED ON DFMS.

Complete the identification block at the top of **B-4EF**. Again, if your agency has no accounts receivable, indicate by checking the **N/A** block at the top of Form **B-4EF**. The bottom section of the form **B-4F** should contain data from your FY2006 GAAP package.

Document B-4EF

Complete the top section only of form **B-4EF**. *Use data from your FY2006 pkg to complete section B-4F.*

Col. 1: Enter the GAAP fund number of Form **B-3b**.

Col. 2: Enter the asterisk (*) total from Col. 4 of Form **B-3b**.

Col. 3: Enter the asterisk (*) total from Col. 5 of Form **B-3b**.

Col. 4: Enter the asterisk (*) total from Col. 6 of Form **B-3b**.

Col. 5: Add Col. 2, 3 and 4 and enter the total in col. 5. This amount must equal the total of Col. 3, Net Receivables to be collected on form **B-3b**.

INSTRUCTIONS FOR FORM B-4GH

FORM B-4GH MUST BE COMPLETED AND ENTERED ON DFMS. Complete the identification block at the top of **B-4GH**. Again, if your agency has no accounts receivable, indicate by checking the N/A block at the top of Form **B-4GH**. *The bottom section B-4H will should contain FY 2006 data.*

Col. 1: Enter the GAAP fund number of Form **B-3b**.

Col. 2: Enter the asterisk (*) total from Col. 1 of Form **B-3b**.

Col. 3: Enter the asterisk (*) total from Col. 2 of Form **B-3b**.

Col. 4: Subtract the total in Col. 3 from the total in Col. 2. Enter the total in col. 4. This amount must equal the total of Col. 3, Net Receivables to be collected on form **B-3b**.

Total net accounts receivable due from other State Agencies or Funds, by GAAP fund must equal the total net receivables due from other State Agencies or Funds reported on documents **B-4EF**. An entry warning is generated for data entry of **B-4E**. An error message is generated for data entry of **B-4G**. No data will be saved on GMEN if the total net receivables reported on **B-4EF** does not agree with the total net receivables reported on **B-4GH**.

COMPLETE THE ACCOUNTS RECEIVABLE WORKING PAPERS AND RETURN THEM TO YOUR BUSINESS MANAGER FOR DATA ENTRY ON DFMS.

NOTES: Accounts Receivable Due From Other Agencies reported for an Agency Fund (GAAP funds 850-899 only) must report an Accounts Payable Due To Other Agencies amount equal to the sum of Cash/Investments book balances plus Accounts Receivable. If the fund's Accounts Payable is greater than the sum of Cash/ Investments and Accounts Receivable, you will need to increase the Accounts Receivable for the fund. In addition, **you must report the total additions to and deductions from (collections) the fund during the year.** This should be reported Form **A-12**. Please call Karen Chrisler at 672-5506 for assistance.

As instructed on forms **B-4EF and B-4GH**, compare current year total net accounts receivable to the prior year totals by fund. Any increase or decrease in Net Accounts Receivable of 5% or greater requires an explanation in the COMMENTS section of the form. This explanation must also be keyed into the GMEN system.

MAINTAIN DOCUMENTATION-ADEQUATE DOCUMENTATION MUST BE MAINTAINED FOR AMOUNTS REPORTED IN ORDER TO PROVIDE A SUFFICIENT AUDIT TRAIL.

Adequate documentation should include a listing by account name and amount receivable at June 30, 2007. The total should agree with the total of col. 1 on forms B-3b.

YOU MUST MAINTAIN DOCUMENTATION FOR THE PROCEDURE USED TO DETERMINE THE ALLOWANCE FOR DOUBTFUL ACCOUNTS IN YOUR WORKPAPERS. Retain copies of all Forms **B-3b, B-4EF & B-4GH** with your supporting detail workpapers.

[EXCERPT]
STATE OF DELAWARE BUDGET AND ACCOUNTING POLICY
Office Of The Budget Collections And Accounts Receivable

D. ACCOUNTS RECEIVABLE

1. Definitions

Accounts receivable represent the amounts billed or billable to patients, clients, or taxpayers; they arise when the state provides goods and services to others or establishes a due date for various fees or taxes.

Allowance for doubtful accounts is an estimate of the amount of receivables that you believe will not be collected in the near future.

2. Determining the Allowance for Doubtful Accounts

a. Percentage of Outstanding Receivables - based upon an agency's overall experience with uncollectible accounts over a period of time. This determined percentage is applied to the Gross Accounts Receivable to arrive at a net amount that is realistically expected to be collected in the near future, again based upon the agency's experience. Example - an agency reviews its collections history for several years and determines, based upon that review, that they will not collect 15% of the recorded receivables. This percentage would then be applied to the current period's receivables to arrive at the amount of the allowance for doubtful accounts.

b. Aging of receivables - this is a more refined method of the percentage method. Gross accounts receivable are classified by age intervals. A different percentage is applied to each group - again based upon the agency's collections history. Example - the receivables are classified as follows based on age of the account:

	Days Outstanding					
	Total	0-30	31-60	61-90	91-120	Over 120
Accounts Receivable	\$16,500	\$9,000	\$3,000	\$2,000	\$1,500	\$1,000
Estimated % uncollectible		x2%	x6%	x20%	x35%	x50%
Estimated Allowance for Doubtful Accounts	\$ 1,785	\$ 180	\$ 180	\$ 400	\$ 525	\$ 500

Document the procedure used to determine the amount of doubtful accounts. Your supporting documentation should include a description of your agency's collection policy and procedures. (See number 3 below) The procedure used to determine the amount of doubtful accounts should be reviewed periodically to determine whether the revisions are necessary due to changing conditions. Please be aware that the allowance for doubtful accounts is not a write off of accounts receivable. It is a method of establishing a realistic net amount that is expected to be collected in the near future.

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

ACCOUNTS RECEIVABLE SUMMARY (B-4A/B)
AT JUNE 30, 2007
(Source -B-3A)

Document B-4A-Current year

	GAAP Fund (1)	Receivables To be Collected Within 60 days at June 30, 2007 (2)	Receivables To be Collected Within 61-365 days at June 30, 2007 (3)	Remainder To be Collected at June 30, 2007 (4)	Total Net Receivables at June 30, 2007 (5)
1					
2					
3					
4					
5					
TOTALS:					

*The section above plus any comments below **MUST BE COMPLETED AND ENTERED**
ON DFMS IN THE GMEN PROGRAM by ALL Agencies.*

COMMENTS:

Document B-4B Prior Year

	GAAP Fund (1)	To be collected Within 61-365 days at June 30, 2006 (2)	To be collected Within 61-365 days at June 30, 2006 (3)	Remainder To be Collected at June 30, 2006 (4)	Total Net Receivables at June 30, 2006 (5)
1					
2					
3					
4					
5					
TOTALS:					

The section above should be completed (using data from your FY 2006 GAAP package) and compared to GMEN screen B-4B for verification purposes only. An explanation (in the comments section above) is required for any increase or decrease of Net Receivables 5% or greater from one year to the next .

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

ACCOUNTS RECEIVABLE SUMMARY –(B-4C/D)
AT JUNE 30, 2007
(Source -B-3A)

Document B-4C Current Year

	GAAP Fund (1)	Total Receivables at June 30, 2007 (2)	Less: Allowance for Doubtful Accounts at June 30, 2007 (3)	Total Net Receivables at June 30, 2007 (4)
1				
2				
3				
4				
5				
TOTALS				

*The section above plus any comments below **MUST BE COMPLETED AND ENTERED ON DFMS IN THE GMEN PROGRAM** by ALL Agencies.*

COMMENTS:

Document B4-D Prior Year

	GAAP Fund (1)	Total Receivables at June 30, 2006 (2)	Less: Allowance for Doubtful Accounts at June 30, 2006 (3)	Total Net Receivables at June 30, 2006 (4)
1				
2				
3				
4				
5				
TOTALS				

*The section above should be completed (using data from your FY 2006 GAAP package) and compared to GMEN screen B-4D for verification purposes only. An explanation (in the comments section above) is required for any **increase or decrease of Net Receivables 5% or greater** from one year to the next .*

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code:_____ Fiscal Year 07 N/A:_____
 Agency Name:_____ Prepared By:_____ Phone#:_____

**ACCOUNTS RECEIVABLE DUE FROM
 OTHER STATE AGENCIES SUMMARY(B-4E/F)
 AT JUNE 30, 2007
 (Source -B-3B)**

Document B-4E Current Year

GAAP Fund (1)	A/R Due From To be Collected Within 60 days at June 30, 2007 (2)	A/R Due From To be Collected Within 61-365 days at June 30, 2007 (3)	Remainder A/R Due From To be Collected at June 30, 2007 (4)	Total Net A/R Due From Receivables at June 30, 2007 (5)
1				
2				
3				
4				
5				
TOTALS:				

*The section above plus any comments below **MUST BE COMPLETED AND ENTERED**
ON DFMS IN THE GMEN PROGRAM by ALL Agencies.*

COMMENTS:

Document B-4F Prior Year

GAAP Fund (1)	A/R Due From To be Collected Within 60 days at June 30, 2006 (2)	A/R Due From To be Collected Within 61-365 days at June 30, 2006 (3)	Remainder A/R Due From To be Collected at June 30, 2006 (4)	Total Net A/R Due From Receivables at June 30, 2006 (5)
1				
2				
3				
4				
5				
TOTALS:				

The section above should be completed (using data from your FY 2006 GAAP package) and compared to GMEN screen B-4F for verification purposes only. An explanation (in the comments section above) is required for any increase or decrease of Net Receivables 5% or greater from one year to the next .

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

ACCOUNTS RECEIVABLE SUMMARY (B-4G/H)

AT JUNE 30, 2007

(Source -B-3B)

Document B-4G Current Year

	GAAP Fund (1)	Total Receivables Due From Other Agencies at June 30, 2007 (2)	Less: Allowance for Doubtful Accounts at June 30, 2007 (3)	Total Net Receivables Due From Other Agencies at June 30, 2007 (4)
1				
2				
3				
4				
5				
TOTALS				

*The section above plus any comments below **MUST BE COMPLETED AND ENTERED ON DFMS IN THE GMEN PROGRAM** by ALL Agencies.*

COMMENTS:

Document B4-H Prior Year

	GAAP Fund (1)	Total Receivables Due From Other Agencies at June 30, 2006 (2)	Less: Allowance for Doubtful Accounts at June 30, 2006 (3)	Total Net Receivables Due From Other Agencies at June 30, 2006 (4)
1				
2				
3				
4				
5				
TOTALS				

*The section above should be completed (using data from your FY 2006 GAAP package) and compared to GMEN screen B-4H for verification purposes only. An explanation (in the comments section above) is required for any **increase or decrease of Net Receivables 5% or greater** from one year to the next.*

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

INSTRUCTIONS FOR 2007 CLOSING

ACCOUNTS PAYABLE - FORMS C-3a, C-3b & C-4

For FY 2007 GAAP reporting, this section **MUST** be completed for all GAAP funds 850-890 (GAAP Agency funds) and, for ALL other funds that do NOT process payments through DFMS, including all accounts payable Due To other State Agencies or GAAP funds. A “Date of Service” field has been added to the IV documents effective 7/1/07. For FY 2007 GAAP reporting, accounts payable due to other State Agencies or GAAP funds and not processed via an IV document, must be reported in Section C. In addition, the forms may be used as source documents by any agency or school to calculate the Grants Section of the GAAP package, or for an agency or school that receives Pass-through Grants, to report accounts payable to the Prime Administrators of the Grants.

PURPOSE: To record accounts for ALL supplies, materials and services received on or before June 30, 2007, which were UNPAID at June 30, 2007, for the purpose of reporting accounts payable on the financial statements.

DEFINITION: Accounts payable do **NOT** represent the unliquidated encumbrance or outstanding purchase order balance. Amounts due for supplies, materials and services received only become an accounts payable when an item or service has been received on or before **JUNE 30, 2007**.

SOURCE: Open purchase orders, both paid and unpaid invoices, and receiving reports from **other** than state agencies, funding reports for the 7/6 and 7/20 payroll/salary & fringes payable. Form **C-3b** is to be used for the documentation of **Overtime (OT)** pay or other salary/wages payable earned on or before June 30, 2007, but not paid in the July 6th or 20th paychecks. **These items are the only OT/Salary payments that should be included on form C-3b. Fringe benefits should NOT be included in any amounts reported.**

DO NOT ESTIMATE ACCOUNTS PAYABLE. DO NOT REPORT ANY ACCOUNTS PAYABLE OR AMOUNTS OWED TO ANOTHER STATE AGENCY THAT WILL PROCESS ON EITHER A PV OR AN IV DOCUMENT, i.e. paid to Agencies with Department ID numbers 01-95. An exception is payments to the University of Delaware - report all accounts payable to the University of Delaware that do not process through DFMS).

PROCEDURES:

1. Complete the top (identification block) on forms **C-3a, C-3b** and **C-4**. **Form C-4, the Section Summary of Accounts Payable, MUST be completed and entered on DFMS even if your agency has no accounts payable.** If your agency has no accounts payable, complete the identification block at the top of each form and check the N/A block at the top of the form.
2. Contact all receiving clerks to ensure that all receiving reports have been forwarded to the local accounting department in your agency.
3. Compare all invoices paid after June 30, 2007 to receiving reports or other evidence of receipt of goods or services. On Forms **C-3a & C-3b**, list and summarize the amount of such payments in those instances where goods or services were received on or before June 30, 2006 identifying

Check, PV or IV numbers and PO numbers accordingly. Use a separate *form C-3a & C-3b* for each GAAP fund as necessary. If goods or services were received on or before June 30, 2007 and you know the exact amount but you have not received an invoice **or** you have received an invoice but payment has not yet been made, report the known amount as an accounts payable. **DO NOT ESTIMATE.** If you know goods or services were received, but you do not know a specific amount, do **NOT** include as accounts payable. **Note in your workpapers that you are aware of an obligation but the amount is unknown. If, after August 3, you become aware of an Accounts Payable that will either not process through DFMS via PV or IV, or a payable that you do not believe will be processed via PV or IV by September 15, please contact Karen Chrisler at 672-5506 for instructions.**

4. When the services received cover a portion of June and July, such as in the case of electric bills, report the **FULL AMOUNT** of the bill if the service period began prior to June 16, 2006. Report **NO AMOUNT** if the services began after June 15, 2007. **DO NOT ESTIMATE** and **DO NOT REPORT THE OPEN P.O. BALANCES IF YOU HAVE NOT RECEIVED A BILL.** If you need assistance or further information call the **FARS** Office.
5. With the implementation of Lag payroll statewide, the only accounts payable for salary should be for the amount of **Overtime (OT)** earned on or before June 30, 2007 but not paid in either the July 6 or 20, 2007 paychecks. If you have other salary/wages earned on or before 6/30/07 and **NOT** paid in either the 7/6 or 7/20 paychecks contact Karen Chrisler 672-5506 for instructions. Be sure to use wage rates in effect June 30, 2007. The July 6 and 20, 2007 funding reports may be of assistance to determine if **OT** was paid. Be sure to report all information by GAAP Fund using a separate *C-3b* form for each GAAP Fund. The Div. of Accounting will add the appropriate Fringe Benefits amounts to the OT reported. **The Div. of Accounting will report the Lag payroll payable directly from the 7/6/06 and the 7/20/06 funding reports and will also report the July/August salary liabilities for the 10 month/ 26-pay school district employees.**

All Agencies and School districts are still required to document all accounts payable including any salary accounts payable (including lag payroll and 10 month/ 26 pay amounts) covered by grants. This data must be used to calculate the Grant Receivable/Advances portions of the GAAP package (Section E). All accounts payable covered by pass-through grants must be reported to the prime administrator of the grant for use in completing Section E. All School Districts report this data to the Dept. of Education. Agencies and Schools may use the forms in this section for support documentation of those amounts.

6. **TERMINATION PAY** - Accumulated Annual Leave/ Sick leave and wages payable as termination pay (earned as of June 30, payable in July - Accounting Memo # 92-28) should be reported as Salary payable only if not included in the July 6 or 20, 2007 paychecks.
7. Post asterisk (*) fund totals from forms *C-3a* and *C-3b* to form *C-4*. Compare the Fund Totals in form *C-4a (current year information)* to *C-4b (prior year information)*. **Any increase or decrease of 5% or greater from year to year REQUIRES an explanation in the COMMENTS section.**
8. **GAAP FUNDS 850-890 ONLY!** Vendor Accounts Payable reported for an Agency Fund (GAAP Funds 850-890 only) must be equal to the SUM of the total Cash/Investments reconciled book balances plus the total of all Accounts Receivable (including interest receivable), reported for that Agency Fund. Accounts payable Due To Other State Agencies and GAAP Funds that are not processed via either a PV or an IV,

should be reported on forms C3, C3b and C4 using GAAP fund 899. Please contact Karen Chrisler 672-5506 for directions on how to calculate the reportable amounts. You must report the total additions to accounts payable for the year and the total deductions (payments made) for the year for these GAAP funds. This is simply an explanation of the activity during the year and should be entered on form *A-12*.

COMPLETE THE *ACCOUNTS PAYABLE* WORKING PAPERS AND RETURN THEM TO YOUR BUSINESS MANAGER FOR DATA ENTRY ON DFMS. MAINTAIN ADEQUATE DOCUMENTATION FOR ALL AMOUNTS REPORTED IN ORDER TO PROVIDE A SUFFICIENT AUDIT TRAIL. Adequate documentation should include a listing by account name, Check or PV number (or invoice number if account is still unpaid), and amount payable at June 30, 2007. You should retain a copy of forms *C-3a*, *C-3b* and *C-4* in your records along with all supporting documentation.

If you have any questions, please contact Karen Chrisler 672-5506 for assistance.

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

ACCOUNTS PAYABLE SUMMARY (C-3a)
(by GAAP Fund)
AT JUNE 30, 2007

GAAP FUND #:[illegible]

TOTALS: * _____ *

*** Post Fund Totals on Form C-4**

**** See instructions regarding reporting of Direct Claim Accounts Payable to Balance Agency Fund and reporting of accounts payable Due To Agencies (GAAP Fund 899 may only be used for A/P Due To).**

NOTE: Use a separate form for each GAAP Fund

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

ACCOUNTS PAYABLE SUMMARY(C-3b)
(by GAAP Fund)
AT JUNE 30, 2007

GAAP FUND # :[illegible]

TOTALS: * _____

*** Post Fund Totals on Form C-4**

REPORT **ONLY** OVERTIME or other salary/wages EARNED ON OR BEFORE JUNE 30, 2007
BUT **NOT PAID** IN either the JULY 6 or 20, 2007 PAYCHECKS. School districts do **not**
include 10-month/26 pay obligations. See Instructions.

NOTE: Use a separate form for each GAAP Fund
RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code: _____ Fiscal Year 07 N/A: _____
 Agency Name: _____ Prepared By: _____ Phone#: _____

ACCOUNTS PAYABLE SUMMARY (C-4A/B)
AT JUNE 30, 2007
 (Sources -C-3a & C3b)

Document C-4A

GAAP Fund	Total Overtime/Salary at June 30, 2007	Total Direct Claim at June 30, 2007	Total Payable Against Purchase Orders at June 30, 2007	Total Accounts Payable at June 30, 2007
(1)	(2)	(3)	(4)	(5)
1				
2				
3				
4				
5				
TOTALS:				

*The section above plus comments below **MUST BE COMPLETED & ENTERED ON DFMS IN THE GMEN PROGRAM.** GAAP Fund 899 should only be used to report accounts payable due to other State agencies or funds. See instructions*

COMMENTS:

Document C-4B

GAAP Fund	Total Overtime/ Salary at June 30,2006	Total Direct Claim at June 30, 2006	Total Payable Against Purchase Orders June 30, 2006	<u>TOTAL</u> Accounts Payable at June 30, 2006
(1)	(2)	(3)	(4)	(5)
1				
2				
3				
4				
5				
TOTALS:				

*The section above should be completed (using data from your FY 2006 GAAP package) and compared to GMEN screen C-4B. Notify the Division of Accounting of any errors. In addition, compare totals on C4A to C4B. An increase or decrease of 5% or greater requires an explanation in the comment section above. **RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS***

**INSTRUCTIONS FOR 2007 CLOSING
SUPPLIES AND MATERIALS INVENTORIES - FORMS D-3 & D-4**

PURPOSE: To obtain, for financial statement purposes, the value of supplies and materials inventories on hand at June 30, 2007.

DEFINITION: Supplies and Materials are those new and unused items or resource that are a) held for Resale or b) intended for future use in the performance of services. Excluded from these inventories are fixed assets.

SOURCE: Each agency is expected to maintain an inventory of supplies and materials and have a record of what was purchased in F.Y. 2007 and what was on hand at the end of the Fiscal Year.

PROCEDURES:

ALL AGENCIES ARE EXPECTED TO PERFORM A PHYSICAL INVENTORY AT JUNE 30, 2007 OF ALL NEW AND UNUSED SUPPLIES AND MATERIALS HELD IN CENTRAL STORES AND/OR SUPPLY, INCLUDING WAREHOUSES (WHERE THE TOTAL VALUE EXCEEDS \$ 100,000 PER CENTRAL LOCATION). See note # 3 on page *D-2b*.

THE FOLLOWING ITEMS MUST BE INVENTORIED (COUNTED) IN THEIR ENTIRETY REGARDLESS OF LOCATION AND VALUE:

**Materials for Highway/Public Works Repair
other than building (non-contractual) See the examples on page *D-2b*.**

Inventory on hand is extended using per unit costs for the most recent purchases that total to the quantities on hand -plus any freight costs, insurance or other incidental costs necessary for acquisition (First-In, First-Out - FIFO method) If you need assistance, please call Karen Chrisler at 672-5506.

PROCEDURES:

1. Complete the identification blocks at the top of the page on forms *D-3* and *D-4*. **Even if you have no inventory to report, Form *D-4* MUST be completed for entry on DFMS.** If you have no inventory to report, complete the ID blocks and check the N/A block on both forms.
2. Using one Form *D-3* for each GAAP fund, report your new and unused supplies and materials on hand (summarized by their object codes and descriptions). You do not have to report each object code individually, use grouping descriptions - for example: Office supplies, linens & blankets, etc. A **partial** list of applicable object code groups and descriptions is shown on the following page.
3. Post fund totals to form *D-4*. **Forms *D-4* should be totaled at the Department level If the Department total of Supplies & Materials in the aggregate, equals or exceeds \$500,000, the Department should complete the data entry on DFMS. For this section, each Local School District should evaluate their own Supplies & Materials totals on a stand alone basis, Departments with less than \$500,000 in aggregate total should complete the Header of the form, place and "X" in the N/A block and note in the comments field that the aggregate total is less than \$500,000.** Compare current year fund totals to prior year fund totals. Any increase or decrease of 5% or greater requires an explanation in the

COMMENTS section of form D-4. In FY 2006, the following Departments reported Supplies & Materials inventories in excess of \$500,000 – Office of Management and Budget, Department of Corrections, Department of Health & Social Services and Delaware Technical & Community College.

COMPLETE THE *SUPPLIES AND MATERIALS* WORKING PAPERS AND RETURN THEM TO YOUR BUSINESS MANAGER FOR DATA ENTRY ON DFMS. If you have questions or require assistance, please call Karen Chrisler – 672-5506.

MAINTAIN ADEQUATE DOCUMENTATION FOR ALL AMOUNTS REPORTED IN ORDER TO PROVIDE A SUFFICIENT AUDIT TRAIL. Retain copies of forms *D-3* & *D-4* along with copies of calculations and methods used to arrive at inventory valuation.

REPORT SUPPLIES AND MATERIALS INVENTORIES UNDER THE FOLLOWING STATE OBJECT CODES AND DESCRIPTIONS:

<u>OBJECT CODE</u>	<u>DESCRIPTION</u>
5211 - 5215	Heating Fuels
6000 - 6099	Stationery and Office Supplies
6110 - 6113	Food
6121 - 6128	Linens and Blankets
6150	Instructional Supplies
6160	Library Books (expendable)
6163	Drugs/Medicines/Health aids
	Medical Supplies
6171 - 6174	Motor Vehicles - Gasoline
6175	Motor Vehicles - Diesel Fuel
6188	Educational Textbooks (not for resale)
6210-01 thru 6210-99	Motor Vehicles - Materials
6220	Materials for Building Alteration
6221	and Repair (non-contractual)
* 6230-01 thru 6230-99	Materials for Highway and Public Works Repair other than building (non-contractual)

- **Must be reported regardless of total value.** All other new and unused supplies/materials are reported **only** if held in Central Stores or Central Supply (including warehouses) where total Supplies/Materials value exceeds \$100,000 per location. See note # 3 above.

NOTE: THE ABOVE IS A LISTING OF THE MOST COMMONLY USED OBJECT CODES. IT DOES NOT INCLUDE ALL POSSIBLE OBJECT CODES FOR SUPPLIES AND MATERIALS.

ADDITIONAL NOTES REGARDING THE REPORTING OF SUPPLIES AND MATERIALS INVENTORIES:

1. Many agencies provide goods and/or services that are unique to their agency. Thus their supplies and material requirements may be unique to their agency. Examples include - Laboratory supplies, Ammunition, Uniforms, Instructional supplies, etc.. Each agency should review the accounting manual for supplies and materials applicable to their agency to ensure accurate reporting of inventory valuation.
2. Schools order supplies and/or materials for the next fiscal year during April, May and June. These orders are placed with the stipulation that payment for those items will not be made until after July 1. **If ANY of these items are delivered prior to the end of the fiscal year (before July 1) they should be included in the inventory of supplies and materials (where the value exceeds \$100,000 per central location).** ALL unpaid bills for goods received by June 30 should be included in Accounts Payable regardless when the bill is scheduled to be paid. If the goods are delivered or services are received prior to June 30, an obligation has been incurred, regardless of scheduled payment date or inventory valuation.

School Districts should remember to report only new and unused supplies & materials. Used textbooks and instructional supplies should not be included in the reporting of supplies and materials.

3. **Central Stores/Supply** refers to a main distribution center - for example - the main office of an elementary school, Central Supply at a hospital, the central warehouse at a prison etc. A hospital Pharmacy is also considered a central location. Once an item leaves this central location and is used, (textbooks, linens etc) it is considered expensed and should not be included in inventory.

Example a:

Once a ream of paper leaves Central Stores/Supply, regardless of whether it goes to a classroom or to an office, it is considered expensed. It should not be counted or included as part of the supplies & materials inventory. Another example would be new linens held in Central Supply at a hospital. Once the linens leave Central Supply to go to the floors, they are considered used (expensed) and should not be counted. **The hospital would only inventory and report the new and unused items held in Central Supply as well as all new items held in a warehouse where the total value of inventory per central location exceeds \$100,000.**

Example b:

At the Department of Corrections - Corrections would conduct a physical inventory and report **all new and unused supplies and materials held in Central Stores/Supply and warehouses including Cafeteria food/supplies** at each facility or location (where the value per location exceeded \$100,000).

If assistance is required in reporting supplies and materials, the agency should contact Karen Chrisler at 672-5506.

Agency Code: _____ Fiscal Year 07 N/A: _____
 Agency Name: _____ Prepared By: _____ Phone#: _____

***FY 2007 CLOSING VALUATION of
 SUPPLIES & MATERIALS INVENTORY (D-3)
 AT JUNE 30, 2007***

GAAP Fund: _____

Use a separate Form for each GAAP Fund

<i>DESCRIPTION OF SUPPLIES & MATERIALS</i>	<i>TOTAL VALUE OF INVENTORY</i>
<i>(1)</i>	<i>(2)</i>
<i>Total:</i>	<i>*</i>

****Post Fund Total to form D-4.***

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

SUPPLIES & MATERIALS INVENTORY SUMMARY (D-4)
AT JUNE 30, 2007
(Source - D-3)

	GAAP Fund (1)	Supplies & Materials Inventory at June 30, 2007 (2)	Supplies & Materials Inventory at June 30,2006 (3)
1			
2			
3			
4			
5			
6			

Agency should post FY 07 information in Col. 1 & 2. Post FY 06 information (from last year's GAAP Package) in Col. 3. Compare FY 06 totals in Col. 2 to FY 06 totals in Col. 3. An increase or decrease of 5% or greater requires an explanation in the comment section below.

COMMENTS:

This form MUST BE COMPLETED AND ENTERED ON DFMS IN THE GMEN PROGRAM by ALL agencies.

RETAIN THIS FORM WITH GAAP PACKAGE WORKPAPERS

**INSTRUCTIONS FOR 2007 CLOSING
GRANT RECEIVABLES/GRANT ADVANCES –
FORMS E-3, E-4 & E-5**

PURPOSE: The purpose of this section is to provide guidelines to agencies so that they will recognize and report GRANT RECEIVABLES and GRANT ADVANCES (Payables) at the end of F.Y. 2007, in accordance with Generally Accepted Accounting Principles (GAAP) and standards for grants, accounts receivable and accounts payable. FORMS **E-3** AND **E-4** ARE DETAIL WORKPAPERS WHICH SUPPORT FORM **E-5**. FORM **E-5** IS THE SUMMARY FORM WHICH MUST BE ENTERED ON DFMS. If these forms do not apply to your agency, you must still complete the agency identification section at the top of each form and check the *N/A* block, then enter Form **E-5** on DFMS.

GENERAL INSTRUCTIONS:

Reporting of grant data is to be accomplished by **PRIME RECIPIENTS ONLY**, that is, agencies receiving funds directly from the federal government will report all information for that grant program. The State must **report OUTSTANDING GRANT RECEIVABLES** and **OUTSTANDING GRANT ADVANCES** (Payables) for each agency. Grant receivables are amounts earned but not yet collected by the State for goods delivered or services performed. This amount can be billed or unbilled and should reflect **ALL** amounts due the State for all reimbursable expenditures, including accounts payable and accrued expenditures due the State for goods or services used by the State in performing the service.

REMEMBER THAT OUTSTANDING GRANT RECEIVABLES MUST BE SUPPORTED IN THE STATE'S ACCOUNTING SYSTEM AS EXPENDITURES AND/OR BY DOCUMENTED ACCOUNTS PAYABLE THAT HAVE NOT BEEN REIMBURSED BY THE FEDERAL GOVERNMENT AT JUNE 30, 2007. AN OUTSTANDING GRANT ADVANCE (Payable) IS THE NET REMAINING BALANCE OF A GRANT ADVANCE (after deducting all authorized expenditures and accrued payables).

When preparing this section, please remember what we are looking for - If the Grant Project ended at 6/30/07, how much would the Federal Government owe us (in the case of receivables) or how much would we owe them (in the case of funds remaining on a grant advance). Refer to definitions-pg **E-2c** and examples pg **E-2b**.

PLEASE READ THE INSTRUCTIONS FOR THIS SECTION CAREFULLY.

Changes have been made to these instructions to clarify procedures and to help avoid misunderstandings. Please make sure that you follow the instructions on the form to ensure the amounts reported as Grant Receivables or Advances are accurate. Examples follow on page **E2b** in these instructions. Definitions may be found on page **E2c** in these instructions. If you have any questions in any area, please call for assistance. **DO NOT GUESS!** Source documents should include the Grant Award package. In addition, the FY 06 GAAP package will be needed to verify information posted to form **E-5**.

INSTRUCTIONS FOR FORM E-3 :

COMPLETE THE IDENTIFICATION BLOCK AT THE TOP OF EACH FORM. Form E-5 the Summary of Grant Receivables/Grant Advances, MUST be completed even if your agency has no Grant activity to report. If the form does not apply to your agency, complete the identification block at the top of each form and check the *N/A* block.

1. **Enter on Line #1**, the total of all qualifying **DISBURSEMENTS** (expenditures made on behalf of the grant program that qualify for Federal reimbursement or for payment from an advance as defined in the grant award). Remember that all disbursements must be supported in the State's accounting system. Please be sure to enter the amount of **ALL** qualifying disbursements made for the project (as defined in the award). **DO NOT APPLY A PERCENTAGE OF COMPLETION OR REDUCE THESE DISBURSEMENTS BY ANY REVENUE RECEIVED DURING THE YEAR.**
2. **Enter on Line #2**, the amount of the qualifying accrued liabilities for the grant project (all accounts payable and accrued expenditures due another party for goods or services used by the State in performing the service that qualify for federal reimbursement or for payment from an advance as defined in the grant award). Again, do not apply a percentage of project completion to these liabilities. Refer to the examples on page *E-2b*.
3. **Add Line #1 and Line #2 and enter the amount on Line #3.** This equals the **TOTAL** Federal Grant/Project Costs at June 30, 2007.
4. **Enter on Line #4**, the Total of ALL Federal Funds **RECEIVED** for this award **PRIOR TO** July 1, 2006 (all funds received through and including F.Y. 2006).
5. **Enter on Line #5**, the Total of ALL Federal Funds **RECEIVED DURING** F.Y. 2007 (any amount received from July 1, 2006 through June 30, 2007).
6. **Add Line #4 and Line #5 together and enter this amount on Line #6.** This amount equals the total of all Federal Funds received for this award at June 30, 2007.
7. **Subtract Line #6 from Line #3 and enter on Line # 7.**

If the amount on Line #7 is a **POSITIVE** number, it is an **OUTSTANDING GRANT RECEIVABLE**- we spent more than we received and the Feds still owe us. See example on page *E-2b*.

If the amount on Line #7 is a **NEGATIVE** number, it is a **OUTSTANDING GRANT ADVANCE** (Payable) - We received more than we spent. If the Grant Project ended at 6/30/06, we would have to return this amount. See example on page *E-2b*.

INSTRUCTIONS FOR FORM *E-4*:

COMPLETE THE IDENTIFICATION BLOCK AT THE TOP OF EACH FORM. Follow the instructions given at the bottom of the form to transfer the totals from form *E-3*. Please be sure to enter Grant Advances as a positive number. Maintain documentation for your entries. Forms *E-3* and *E-4* workpapers are your support to complete Form *E-5* which must be entered on DFMS.

INSTRUCTIONS FOR FORM *E-5* :

COMPLETE THE HEADING. Using form *E-4* as a source,

Col. 1: Enter the GAAP Fund in Column 1.

Col. 2 & 4 : Enter the Total Grant Receivables for FY 2007 in Column 2, then enter the Total Grant Advances for Fiscal Year 2007 in column 4.

Col. 3 & 5 : Enter FY 2006 information in columns 3 and 5. This information will be used for verification when form is entered on DFMS. Dept. of Finance personnel have entered your agency's FY 2006 data (from last year's GAAP Package) on DFMS where it is available to you for comparison purposes only. Only Dept. of Finance personnel may make changes or corrections to FY 2006 information. If you have questions regarding any FY 2006 data, please contact FARS office for assistance.

COMMENTS

SECTION: In the Comment Section - Compare current year and prior year totals by fund. Any increase or decrease of 5% or greater from year to year requires an explanation in the COMMENTS section of form *E-5*.

REQUIRED: For all Grant Awards \$3,000,000 or more, determine the Outstanding Balance of the Award (Award amount minus receipts to date). Add the Outstanding Balances of all Grant Awards of \$3,000,000 or more and report the total in the Comments section of Form *E-5*. (Total Outstanding Balance = \$ x,xxx,xxx)

COMPLETE THE GRANTS RECEIVABLES/GRANT ADVANCES WORKING PAPERS AND RETURN THEM TO YOUR BUSINESS MANAGER FOR DATA ENTRY ON DFMS.

MAINTAIN ADEQUATE DOCUMENTATION FOR ALL AMOUNTS REPORTED TO PROVIDE A SUFFICIENT AUDIT TRAIL. Please retain copies of Forms *E-3*, *E-4*, and *E-5* in your records along with ALL supporting detail.

EXAMPLES :

Grants differ from Department to Department and even from Agency to Agency within a Department. Instructions found here cannot be specifically tailored to any one agency. One of the following examples may be similar to your particular situation. If you need assistance in completing the Grants section, please contact Karen Chrisler at 672-5506. Arrangements will be made for one-on-one assistance.

Example A: GRANTS RECEIVABLE Fed Award \$ 50,000

At June 30, 2007, we have paid \$ 40,000 of qualified project costs. We have unpaid bills from contractors totaling \$ 2,000. Our total qualified reimbursable project costs are \$42,000 (\$ 40,000 + 2,000). We received \$ 40,000 via a draw-down. The amount of the grant receivable from the Feds would be \$ 2,000 (\$ 42,000 - 40,000).

Example B: GRANTS RECEIVABLE Fed Award \$ 50,000

At June 30, 2007, we incurred and paid \$ 40,000 of qualifying project costs. We have filed for but have not received any reimbursement of this money at June 30. Since we have not received any Fed funds, the amount receivable from the Feds would be \$40,000.

Example C: GRANTS ADVANCE Fed Award \$ 50,000

At June 30, 2007, we had incurred and paid qualifying project costs of \$ 36,000. We have incurred but not paid an additional \$ 4,000 in qualified project costs. We drew down \$48,000 (total of Fed. revenue received at June 30). Subtracting total receipts from total costs equals a NEGATIVE \$ 8,000 (receipts were greater than project costs). This indicates a net remaining balance of the advance in the amount of \$ 8,000. This is the amount that would be owed to the Feds if the Grant Project ended at 6/30/07.

GRANT ACCOUNTS - ADDITIONAL DEFINITIONS:

GRANT

A contract entered into between the State and another party whereby the latter awards a sum of money to the Agency to be used for general or specific purposes. Grant agreements usually necessitate reporting of expenditures, reimbursements and other payments for each grant.

QUALIFIED REIMBURSABLE EXPENDITURES

Expenditures that have been authorized under a Grant program for goods and services that have been provided by (or for) the State for which the State is entitled to reimbursement or are payable from an advance. They include defined direct costs and they may include indirect costs. When completing Forms *E-3*, do not reduce these costs by any percent of revenue already received or by a percent of completion.

QUALIFIED DISBURSEMENTS

ALL expenditures made on behalf of the Grant program as defined in the award. These include any reimbursable expenditures and/or expenditures that may be paid with funds from an advance.

QUALIFIED ACCRUED LIABILITIES/EXPENDITURES

Goods and/or Services that were delivered and not paid for and Petty Cash payments not reimbursed at June 30, 2007 (includes Accounts Payable and Accrued Expenditures due another party for Goods/Services used by the State to perform the service) that qualify as project expenditures as defined in the Grant Award.

GRANTOR AGENCY NUMBER

From the OMB Catalog of Domestic Assistance. (Obtain from Clearinghouse application.)

PRIME RECIPIENTS vs PASS THROUGH

PRIME RECIPIENTS are agencies who receive funds directly from the federal government. These agencies may administer or "pass through" funds to other agencies. Prime recipients of grants must include all information on each grant per instructions including the accounts receivable, accounts payable and the balance remaining on grants "passed through" to another agency. If you are the recipient of a "pass-through" grant, please be sure to report all outstanding Accounts Receivable, Accounts Payable, and balance of any funds on hand to the prime recipient. Example - Dept. of Education is the PRIME RECIPIENT of grants "passed through" to school districts. For DOE to accurately report Grant Receivables/Advances, the school districts must inform DOE of all outstanding Accounts Receivable, Accounts Payable and the balance of any funds on hand for the grant. These Accounts Payable include the 6/30 Lag Payroll as well as 10 month/26 pay liabilities for July and August payrolls. Although Section C – Accounts Payable is generally not completed online in GMEN, the forms have been left in the GAAP package for your use in this area. Do not include compensated absences.

**FY 2007 CLOSING of FEDERAL FUNDS
CALCULATION OF GRANT RECEIVABLES/GRANT ADVANCES (E-3)
AT JUNE 30, 2007**

GAAP Fund: _____

GRANT TITLE : _____

Federal Grant ID# _____

Use a separate Form for each Grant

1. Enter the Total of ALL QUALIFIED DISBURSEMENTS (EXPENDITURES) that are Federally reimbursable or that qualify for payment from an advance (as defined in the Grant Award) made for this award through June 30, 2006 Do NOT make any adjustments for percentage of completion or for any revenue or reimbursements already received. See Instructions & Definitions. \$ _____(1)
2. Enter the total of the Federal Accounts Payable (qualified project costs for which bills have been received but which are unpaid at June 30, 2007). + _____(2)
3. Add Line # 1 and Line # 2. Enter the total on Line # 3. This equals the TOTAL QUALIFIED FEDERAL GRANT/PROJECT COSTS (as defined in the Grant Award) at June 30, 2007 \$ _____(3)
4. Enter the Total of Federal Funds received for this award prior to July 1, 2006 \$ _____(4)
5. Enter the Total of Federal Funds received during Fiscal Year 2007(July 1, 2006 through June 30, 2007). + _____(5)
6. Add Line # 4 and Line # 5. Enter this total on Line # 6. This equals the Total of ALL Federal Funds received for this award as of June 30, 2007. - _____(6)
7. Subtract the Total Federal Funds Received (Line # 6) from the Total Federal Grant/Project Costs (Line # 3). Enter this amount on Line # 7. = \$ _____(7)

If Line # 6 is less than Line # 3, (amount on Line # 7 is POSITIVE), report the amount as a Grant Receivable in Column # 2 on Form E-4. (The Feds still owe us money on the grant.) See the example on page E-2b.

If Line # 6 is greater than Line # 3, (amount on Line # 7 is NEGATIVE), report the amount as a Grant Advance in Column # 3 on Form E-4. (If the Grant/Project ended June 30, 2007, we would owe this amount and would have to return it to the Feds.) See the example on page E-2b.

Refer to Pages E-1 through E-2c for complete instructions, definitions and examples to be followed when completing this form. If you have ANY questions, please contact the Karen Chrisler at 672-5506 for assistance. DO NOT GUESS !

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

SUMMARY of
GRANT RECEIVABLES/ADVANCES (Payables) (E-4)
AT JUNE 30, 2007
 (Source E-3)

GAAP Fund: _____

Use a separate form for each GAAP Fund

Name of Grant/Grantor Agency	Grant Receivables	Grant Advances
(1)	(2)	(3)

INSTRUCTIONS

COMPLETE ALL HEADINGS

1. Column # 1 - Enter the Name of the Grant/Grantor Agency.
2. Column # 2 - Enter all Grant Receivables in this column. If the amount on Line # 7, Form E-3 is **POSITIVE**, it is a Grant Receivable and should be entered here.
3. Column # 3 - Enter all Grant Advances (Payables) in this column. If the amount on Line # 7, Form E-3 is **NEGATIVE**, it is a Grant Advance (Payable) and should be entered here as a **POSITIVE** amount.
4. Total Columns # 2 & # 3. Enter the Total Grant Receivables by GAAP Fund in Column # 2 on Form E-5. Enter the Total Grant Advances (Payables) by GAAP Fund in Column # 4 on Form E-5.

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code:_____ Fiscal Year 07 N/A:_____
 Agency Name:_____ Prepared By:_____ Phone#:_____

***SUMMARY of
 GRANT RECEIVABLES & GRANT ADVANCES (E-5)
 AT JUNE 30, 2007
 (Source -E-4)***

Document E-5

	GAAP Fund (1)	Total Grant Receivables at June 30,2007 (2)	Total Grant Receivables at June 30, 2006 (3)	Total Grant Advances at June 30, 2007 (4)	Total Grant Advances at June 30, 2006 (5)
1					
2					
3					
4					
5					
TOTALS:					

This Form MUST BE COMPLETED AND ENTERED ON DFMS IN THE GMEN PROGRAM by ALL agencies. If the form does not apply to your agency, complete the header information and check the N/A block.

FY 2007 information from form E-4 should be entered in Columns 2 & 4. Columns 3 & 5 should be completed (using data from your FY 2006 GAAP package). Compare FY07 totals to FY06 totals. An increase or decrease of 5% or greater requires an explanation in the comments section below. If you have any questions, please call Karen Chrisler at 672-5506.

COMMENTS: Total Outstanding Balance = \$_____

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Instructions For FY 2007 Closing ***Lease Commitments – Forms F-2 & F-4***

- Purpose:** To obtain for financial statement purposes, the State's future contractual obligation or liability for leased equipment and property (office space, bus yards, etc).
- Definition:** Lease commitments should include all leases for land, buildings and equipment items where annual rental costs equal or exceeds \$25,000.
- Source:** Copies of actual contracts and operating lease agreements for leased office space, property, furniture and equipment.

General Instructions:

Lease information should be reported on Form **F-2** in the following manner:

1. Report all leases where the annual rental costs equal or exceed \$25,000. A lease with a partial year expense, beginning or expiring in F.Y. 07 that had (or will have) an annual cost of \$25,000 or greater must be reported.
2. Any lease that is funded by more than one GAAP fund should be reported if the total annual cost is greater than or equal to \$25,000, even if individual fund line is less than \$25,000. For example:

1 lease for Xerox Equipment	GAAP Fund 100 -	\$16,000
	GAAP Fund 225 -	<u>15,000</u>
	Total	\$31,000

3. Complete the identification block at the top of the form. If your agency does not have a lease that fits the definition described above, check the *N/A* block at the top of the form.
4. Use one form for each GAAP Fund.
 - You must indicate **P** or **E** for **Property** or **Equipment**.
 - Identify with a **Y** or **N** if the lease is funded by more than one GAAP fund.
 - Enter the unique description used for the lease.
 - Identify the lease as a lease/purchase arrangement by marking this field as **Y** (yes) or **N** (no).
 - Enter the lease ending date using the month/year format: xx/xx.
 - Enter the current year expense – Total amount paid in FY 2007.
 - Continue to enter the amount of the future lease expense for each fiscal year as indicated on the form per the lease agreement.
 - The total future cost should be a total of our future lease commitment. All columns should be added together except for the current year expense amount.
5. Complete the lease commitment work papers and return them to your business manager for review and data entry in GMEN. Maintain adequate documentation for all amounts reported in order to provide a sufficient audit trail. Retain copies of **F-2** in your records along with supporting documentation.

6. Utilize the comments section for any information pertinent to the lease.
7. **Complete form F-4.** Add total current year expense and total future costs by fund, separating property and equipment costs. This form is generated automatically by the GMEN program. Compare your totals to the GMEN totals to verify accuracy of the data entry. If the totals do not agree, correct the data entry section.

If you have any questions on completing forms F2 and F4, please contact Karen Chrisler 672-5506 for assistance.

COMPLETE THE LEASE COMMITMENT WORKPAPERS AND RETURN THEM TO YOUR BUSINESS MANAGER FOR DATA ENTRY ON DFMS. MAINTAIN ADEQUATE DOCUMENTATION FOR ALL AMOUNTS REPORTED IN ORDER TO PROVIDE A SUFFICIENT AUDIT TRAIL. Retain copies of all forms **F2** and **F4** in your records along with supporting documentation. A copy of all property leases should be on file with the Office of Management and Budget.

**SCHEDULE OF LEASE COMMITMENTS
AT JUNE 30, 2007**

N/A: _____

PHONE NUMBER: _____

GAAP Fund # _____

[illegible]

This form must be completed and entered on DFMS in the GMEN Program by all agencies. If the form does not apply to your agency, complete the header information and check the N/A block.

RETAIN A COPY OF THIS FORM ALONG WITH DOCUMENTATION TO SUPPORT THE NUMBERS WITH YOUR GAAP PACKAGE WORKPAPERS.

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

SUMMARY OF LEASE LIABILITIES (F-4)
AT JUNE 30, 2007
(Source - F-2)

PROPERTY :

	GAAP Fund (1)	Total Current Year (F.Y. 2007) Lease Expense (2)	2008 - Future Lease Expense Fund Totals (3)
1			
2			
3			
4			
5			
6			

Agency should post FY 06 Property lease information to this section. Verify totals on GMEN document F-4A.

EQUIPMENT :

	GAAP Fund (1)	Total Current Year (F.Y. 2007) Lease Expense (2)	2008 - Future Lease Expense Fund Totals (3)
1			
2			
3			
4			
5			
6			

Agency should post FY 07 Equipment lease information to this section. Verify totals on GMEN document F-4B

This form MUST BE COMPLETED by ALL agencies. VERIFY TOTALS WITH INFORMATION DISPLAYED ON DFMS IN THE GMEN PROGRAM

RETAIN THIS FORM WITH GAAP PACKAGE WORKPAPERS

INSTRUCTIONS FOR 2007 CLOSING
COMPENSATED ABSENCES - FORMS G-3, G-4, & G-5
(Accumulated Sick Leave and Vacation Leave)

PURPOSE: The State must calculate the total dollar value of its employees' accumulated unused vacation and sick leave because this figure represents a long-term liability owed by the State to its employees. **For FY2007, ALL agencies and Local School Districts are required to complete these forms and return them to the Division of Accounting.**

DEFINITION: Every employee earns a certain number of hours/days per year for illness and vacation. If during the year, the employee does not use the total number of hours/days to which he or she is entitled, he or she may use these days in subsequent years, or upon termination of employment, may receive the cash value of the accumulated hours/days, subject to certain maximums.

SOURCE: Personnel Records/Timesheets for amount of total accrued sick leave/annual leave. You may substitute internally generated forms for the detail and calculations, entering the totals only on form **G-5**. If you do so, you **MUST** retain copies of the detail workpapers with your GAAP package workpapers for audit purposes.

GENERAL INSTRUCTIONS:

Forms **G-3** and **G-4** provide calculations and supporting detail for sick leave and vacation leave respectively. Summary form **G-5** will be return to the Division of Accounting used to post the totals of these liabilities by GAAP Fund. **SCHOOL DISTRICTS BE SURE TO SEE PAGE G-2B! DO NOT LUMP ALL LEAVE LIABILITIES INTO ONE GAAP FUND!** If payroll is split-funded, you **MUST** split fund the leave liability. The net change in liability is processed through the statements as an increase or decrease to current year expense by Fund. **Do NOT add Fringes. Fringe amounts will be added by the Division of Accounting.**

INSTRUCTIONS FOR FORM G-3 (ACCUMULATED UNUSED SICK LEAVE):

Use a **separate** form for each GAAP fund. **COMPLETE THE IDENTIFICATION BLOCK AT THE TOP OF EACH FORM.** If your agency has no sick leave liability to report, complete the ID block and check the **N/A** block.

Col #1 - Record the name of each of your agency's employees. List only employees who were on the State payroll on June 30, 2007.

Col #2 - Record the HOURLY * salary or wage rate earned by each employee that was in effect on **June 30, 2007**. (Schools use Daily rate.)

Col #3 - Determine the total amount of sick leave that each employee has accumulated but not used at June 30, 2007. Multiply that total by one-half (1/2) and enter in **Col #3**. Do not exceed an amount of 337.5 if 37.5 hour week or 360 if 40 hour week. Actual unused sick leave of 675 (720) or more hours would be reported as 337.5 hours. *

Col #4 -Multiply each employee's hourly/daily rate (**Col 2**) by his or her amount of accumulated unused sick leave (**Col 3**). This figure represents the total dollar value of accumulated unused sick leave. Total Col. #4 and enter total on **Line 4b**. Post this total amount by GAAP fund to form **G-5, Summary of Accumulated Sick Leave and Annual Leave**.

INSTRUCTIONS FOR FORM G-4 (ACCUMULATED UNUSED ANNUAL LEAVE):

Use a **separate** form for each GAAP fund. **COMPLETE THE IDENTIFICATION BLOCK AT THE TOP OF EACH FORM.** If your agency has no annual (vacation) leave to report, check the N/A block. **Special note:** Col 1 and 2 - Columns 1 & 2 on this form are identical to Columns 1 & 2 on Form G-3. You may wish to make copies of those columns and insert them on this form.

Recent changes to the State's Merit Rules (reference 5.2.4) now allow an employee to accumulate and carryover up to 318 hours of annual leave (37.5 hr/wk) or 336 hours (40 hr/wk) as of 12.31.04. A 37.5 hr schedule employee who has carried over the maximum amount and has not used any leave through June 30 would have 318.00 hours plus an amount equal 6 times his monthly accrual-for example-an employee who accrues 0.5 hours per month and carried over the max would have 318 hours plus (6 X 9.5=57.0 hrs) for a total of 375 hours.

Col #1 - Record the name of each of your agency's employees. List only employees who were on the State payroll on June 30, 2007. The computerized listing provided by the Division of Accounting is run prior to year end. **These reports must be compared to personnel records to verify the employee hourly rate and salary splits by GAAP fund due to the possibility of staffing and/or fund coding changes made after the run date.**

Col #2 - Record the HOURLY * salary or wage rate earned by each employee that was in effect on **June 30, 2007.** (Schools use daily rate.)

Col #3 - Determine the total amount of annual (vacation) leave that each employee has accumulated but not used at June 30, 2007. Unless the employee was covered by practices in effect on or before June 30, 1968, the total accumulated annual leave may not exceed a maximum of 12/31/06 carryover plus any additional unused 6 month accrual from January 1 thru June 30, 2007. The following guideline applies. Maximum for 37.5 hr schedule earning 9.5 hr per month is 375, earning 11.25 hrs per month is 385.50, and earning 13.25 hours per month may not exceed 397.50 hours. Totals for 40 hr schedule employees earning 10 hrs per month may not exceed 396 hours, earning 12 hrs per month may not exceed 408 hours, earning 14 hrs per month may not exceed 420 hours.

Col #4 - Multiply each employee's hourly/daily rate (**Col #2**) by his or her amount of accumulated unused annual (vacation) leave (**Col #3**). This figure represents the total dollar value of accumulated unused vacation leave.

Line 4b - Total Col. #4 and enter the amount on **Line 4b** - this represents the agency's total estimated salary liability for the annual (vacation) leave of employees paid out of this fund. **Post this total amount by GAAP Fund to form G-5, Summary of Accumulated Sick Leave and Annual Leave.**

INSTRUCTIONS FOR FORM G-5:

COMPLETE THE IDENTIFICATION BLOCK AT THE TOP OF EACH FORM. If your agency has no compensated absences to report, check the N/A block. Post the totals for sick leave liability and annual leave liability by GAAP Fund in columns 2 and 4 respectively.

School Districts may also have an amount to enter in the comments section on the bottom of form **G-5.** See #3, paragraph 2 on page **G-2b.**

COMPLETE THE COMPENSATED ABSENCES WORKING PAPERS, FORMS G-3, G-4 AND G-5) AND RETURN TO YOUR BUSINESS MANAGER.

MAINTAIN ADEQUATE DOCUMENTATION TO PROVIDE A SUFFICIENT AUDIT TRAIL. Retain completed copies of Forms **G-3, G-4** and **G-5** with your records along with **all** supporting detail and calculations.

A COPY OF FORM G-5 MUST BE RETURNED TO THE DIVISION OF ACCOUNTING, ATTENTION Karen Chrisler – STATE MAIL CODE D570C OR FAXED TO 302-739-1304.

*** *NOTES AND DEFINITIONS:***

1. **Compensated Absences** are defined as paid absences from work. The most common types of paid absence, and the only two considered in this exercise, are sick leave and annual (vacation) leave. **If payroll is split funded, compensated absences must also be split funded when reported.**
2. The preceding pages have addressed the State Merit employee. However, your agency may have unique situations which require you to calculate compensated absences differently. Some examples are Grandfather clauses; Union Contracts; Exempt employees; State Police, etc. Be sure to retain copies of all supporting workpapers and to document unique situations.
3. **School Districts** should calculate compensated absences **BY FUND** (100, 225, & 270) using daily wage rate schedules in affect at **June 30, 2007**. In addition, **contracts** should be reviewed for possible exceptions to the instructions for Merit-system employees.

For example: in some school districts, contracts exclude SICK PAY from local share as part of retirees' termination pay. In this case, the district **WOULD NOT** report any local share for sick pay. In other contracts, the district only has a liability up to the amount held in the local "bucket". In that case, the sick pay liability would be calculated and reported as if there was enough money in the local share "bucket" to cover the entire amount. In the comments section of form **G-5**, the school district would additionally report the amount available in the local share "bucket". **BE SURE TO CHECK YOUR CONTRACT! THAT IS THE AUTHORITATIVE DOCUMENT THAT WILL BE CHECKED BY THE AUDITORS.**

If you have **ANY** questions about how to calculate annual and sick leave liabilities, please contact Karen Chrisler at 672-5506.

4. **TERMINATION PAY** - If you have an employee whose last work day falls during the month of June, this termination pay should **NOT** be included with compensated absences! This termination pay would be reported as ACCOUNTS PAYABLE only if **not** paid in either the 7/6 or the 7/20/2006 paycheck.

Agency Code: _____
Agency Name: _____

Fiscal Year 07
Prepared By:_____

N/A: _____
Phone#: _____

***SUMMARY of
ACCUMULATED SICK LEAVE (G-3)
AT JUNE 30, 2007***

GAAP Fund: _____

[illegible]

Use a separate form for each GAAP Fund. Refer to instructions

4 * Total Fund Liability: \$_____

****Post Total Fund Liability to form G-5.***

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

***SUMMARY of
ACCUMULATED ANNUAL (Vacation) LEAVE (G-4)
AT JUNE 30, 2007***

GAAP Fund: _____

[illegible]

Use a separate form for each GAAP Fund See Instructions.

4 * Total Fund Liability: \$_____

**Post Total Fund Liability to form G-5.*

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

Agency Code:_____ Fiscal Year 07 N/A:_____

Agency Name:_____ Prepared By:_____ Phone#:_____

***SUMMARY of
ACCUMULATED SICK/VACATION LEAVE (G-5)
AT JUNE 30, 2007
(Source -G-3 & G-4)***

Document G-5

GAAP Fund (1)	Total Accumulated Sick Leave Liability at June 30, 2007 (2)	Total Accumulated Sick Leave Liability at June 30, 2006 (3)	Total Accumulated Annual Leave Liability at June 30, 2007 (4)	Total Accumulated Annual Leave Liability at June 30, 2006 (5)
1				
2				
3				
4				
5				
TOTALS:				

This Form MUST BE COMPLETED AND ENTERED ON DFMS IN THE GMEN PROGRAM by ALL agencies. If the form does not apply to your agency, complete the header information and check the N/A block.

FY 2007 information from forms G-3 & G-4 should be entered in Columns 2 & 4. Columns 3 & 5 should be completed (using data from your FY 2006 GAAP package) and compared to columns 2 & 4. Any increase or decrease of 5% or greater requires an explanation in the Comments section below.

Indicate in the comments if your agency was not required to report Comp Abs. Data during FY 2006.

COMMENTS:

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS. A COPY OF THIS FORM MUST BE RETURNED TO DIVISION OF ACCOUNTING, ATTN: Karen Chrisler – STATE MAIL CODE D570C OR FAX – 302-739-1304.

INSTRUCTIONS FOR 2007 CLOSING
CONSTRUCTION-WORK-IN-PROGRESS (CWIP)-FORM H-3A

PURPOSE: To record the value of all statewide construction-work-in-progress (CWIP) for the purpose of reporting CWIP in the State's financial statements.

DEFINITION: Labor, material, equipment, and overhead costs of a construction project are temporarily capitalized in the account "Construction-Work-In-Progress. As construction progresses, the cumulative expenditures of all vendors involved in the project are capitalized as CWIP. When the project is completed, costs in this account are transferred and allocated to one or more of the other major asset classes (buildings, betterments to buildings or land improvements) in the State's Fixed Asset Sub-system. A project is considered complete when a certificate of occupancy has been issued or it is ready for its intended use.

SOURCE: The State of Delaware Fixed Asset Accounting Policy Manual provides guidelines for the recording of fixed assets. You may access the manual on-line by going to: <http://intranet.state.de.us/account/>

GENERAL

INSTRUCTIONS: All agencies and school districts are required to complete form *H-3A*. If the form does not apply to your agency, complete the header and check the *N/A* box.

CWIP is not captured in the Fixed Asset Subsystem and must be reported to the Division of Accounting by using the on-line GMEN system.

As a construction project progresses, the cumulative expenditures of all vendors involved in the project are capitalized in CWIP. When the project is considered completed, the total costs for the project are deleted from CWIP and are immediately added to the Fixed Asset Sub-System as a new fixed asset in one or more of the other major asset classes. A project is considered complete when a certificate of occupancy has been issued or it is ready for its intended purpose. Do not estimate a % of completion. All unpaid bills relating to the project or retainage fees paid after the asset has been transferred from CWIP to one of the asset classes should be added to the fixed asset as betterment to the original fixed asset.

It is very important that assets deleted from CWIP (completed projects) are added to the Fixed Asset Sub-system within the same fiscal year. Please contact Karen Chrisler 672-5506 for assistance.

Assets qualifying as CWIP for financial reporting purposes must meet the following criteria:

- ◆ The asset must satisfy the established criteria of a capitalized asset.
- ◆ Estimated total project cost at completion must be \$100,000 or greater.

Please refer to the State's Fixed Asset Policy Manual for expanded definitions and examples.

During the past few years, auditors have noted the following errors in the reporting of CWIP which resulted in major adjustments:

- ◆ Encumbrances were included in CWIP.
- ◆ Completed projects were not being moved out of CWIP and into the Fixed Asset system in a timely manner. Completed project must be entered into the Fixed Asset system during the same fiscal year as completion.
- ◆ Numbers reported for CWIP did not agree with DFMS reports. Items not part of buildings/renovations or land improvements such as furniture or equipment should not be included in the CWIP.
- ◆ All additions to CWIP must be reported on form H3A even if the project was completed during the fiscal year.
- ◆ Agencies included land in CWIP. Land should be recorded immediately when purchased.
- ◆ CWIP paid with federal funds should be included when invoices are paid, not held until reimbursement has been received.

INSTRUCTIONS FOR FORM H-3A:

Complete the header.

- Col. 1) *GAAP Fund* - Enter the GAAP Fund number used during the payment process.
- Col. 2) *Value of CWIP as of 6/30/06* - The 6/30/06 total accumulated costs of CWIP is carried forward from the previous year's GAAP package on GMEN. The FY2006 GMEN was revised for all adjustments made during the audit process. Please scan GMEN for FY06 to review your ending 6/30/06 balances. The ending balances cannot be changed. If you have corrections for the beginning balances, they should be made in the adjustments column (col. 3). Documentation must be maintained for all adjustments.
- Col. 3) *Adjustment to Beginning Value 6/30/06* - Enter the amount of costs that are needed to correct the beginning balance in col. 2. To indicate a decrease in the beginning balance, enclose the amount in brackets (). An entry in this column requires an explanation in the comments section of the form.
- Col. 4) *Additions to CWIP During FY 07* - Enter the total costs for CWIP that were paid July 1, 2006 – June 30, 2007. Do not include funds that have been encumbered and not yet expended.
- Col. 5) *Projects Completed During FY 07 (Deletions)* – This column represents projects that are considered substantially completed and ready for it's intended purpose as of June 30 and therefore should be deleted from CWIP. Enter this number as a negative using brackets (). Please note that this number will be entered as a positive number on the GMEN system.
- Col. 6) *Value of All CWIP as of 6/30/07* –For each GAAP fund, add col. 2 plus or minus col. 3 plus Col. 4 minus Col. 5. Record this total in Col. 6.

RETAIN ALL SUPPORTING DOCUMENTATION WITH YOUR GAAP PACKAGE WORKPAPERS.

School Districts with CWIP are required to submit a copy of the June Board minutes showing the status of their construction project(s). Send the minutes to the Division of Accounting to the attention of Karen Chrisler. State Mail Code D570C or FAX 739-1304.

**INSTRUCTIONS FOR 2007
COMPUTER SOFTWARE-IN-PROGRESS (CSIP)-FORM H-3B**

PURPOSE: To record the value of all statewide computer software-in-progress (CSIP) for the purpose of reporting CSIP in the State's financial statements.

DEFINITION: Costs associated with the application development stage are capitalized. These costs include design of software configuration and interfaces, coding, installation to hardware, testing, vendor costs for purchased software, contractors or employee costs to implement and install purchased software, contractor or employee cost to design, program, install and implement internally developed software. Once the software enters the production stage, the costs must be entered into DFMS.

SOURCE: The State of Delaware Fixed Asset Accounting Policy Manual provides guidelines for the recording of fixed assets. You may access the manual on-line by going to: <http://intranet.state.de.us/account/>

GENERAL

INSTRUCTIONS: All agencies and school districts are required to complete form *H-3B*. If the form does not apply to your agency, complete the header and check the *N/A* box. CSIP is not captured in the Fixed Asset Subsystem and must be reported to the Division of Accounting by using the on-line GMEN system.

As a software project progresses, the cumulative expenditures of all application development stage costs are capitalized in CSIP. When the software enters production, the total costs for the project are deleted from CSIP and are immediately added to the Fixed Asset Sub-System as a new fixed asset. Do not estimate a % of completion. All unpaid bills relating to the project or retainage fees paid after the asset has been transferred from CSIP to fixed assets should be added to the fixed asset as betterment.

It is very important that assets deleted from CSIP (completed projects) are added to the Fixed Asset Sub-system within the same fiscal year. Please contact Karen Chrisler 672-5506 for assistance.

Assets qualifying as CSIP for financial reporting purposes must meet the following criteria:

- ◆ The asset must satisfy the established criteria of a capitalized asset.
- ◆ Estimated total project cost at completion must be \$1,000,000 or greater.

INSTRUCTIONS FOR FORM H-3B:

Complete the header.

- Col. 1) *GAAP Fund* - Enter the GAAP Fund number used during the payment process.
- Col. 2) *Value of CSIP as of 6/30/06* - The 6/30/06 total accumulated costs of CWIP is carried forward from the previous year's GAAP package on GMEN. The FY2006 GMEN was revised for all adjustments made during the audit process. Please scan GMEN for FY06 to review your ending 6/30/06 balances. The ending balances cannot be changed. If you have corrections for the beginning balances, they should be made in the adjustments column (col. 3). Documentation must be maintained for all adjustments.
- Col. 3) *Adjustment to Beginning Value 6/30/06* – There should not be any adjustments to the beginning amount.
- Col. 4) *Additions to CSIP During FY 07* - Enter the total application development cost for CSIP that were paid July 1, 2006 – June 30, 2007. Do not include funds that have been encumbered and not yet expended.
- Col. 5) *Projects Completed During FY 07 (Deletions)* – This column represents projects that are considered substantially completed and ready for it's intended purpose as of June 30 and therefore should be deleted from CSIP. Enter this number as a negative using brackets (). Please note that this number will be entered as a positive number on the GMEN system.
- Col. 6) *Value of All CSIP as of 6/30/07* –For each GAAP fund, add col. 2 plus or minus col. 3 plus Col. 4 minus Col. 5. Record this total in Col. 6.

RETAIN ALL SUPPORTING DOCUMENTATION WITH YOUR GAAP PACKAGE WORKPAPERS.

Agency Code:_____ Fiscal Year 07 N/A:_____
 Agency Name:_____ Prepared By:_____ Phone#:_____

***SUMMARY of
 CONSTRUCTION WORK IN PROGRESS (CWIP) (H-3A)
 AT JUNE 30, 2007***

Document H-3A

GAAP Fund (1)	Value of All CWIP As of 6/30/06 (2)	Adjustments to Beginning Value 6/30/06 + or (-) (3)	Additions To CWIP During FY 07 + (4)	Projects Completed During FY 07 (Deletions) (-) (5)	Value of All CWIP as of 6/30/07 = (6)
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
<i>TOTAL Agency Construction Work In Progress as of June 30, 2007</i> (7)					\$

COMMENTS:

This Form MUST BE COMPLETED AND ENTERED ON DFMS IN THE GMEN PROGRAM by ALL agencies. If the form does not apply to your agency, complete the header information and check the N/A block. If you have any questions, please call Karen Chrisler at 672-5506.

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

***SUMMARY of
COMPUTER SOFTWARE IN PROGRESS (CSIP) (H-3B)
AT JUNE 30, 2007***

Document H-3B

GAAP Fund (1)	Value of All CSIP As of 6/30/06 (2)	Adjustments to Beginning Value 6/30/06 + or (-) (3)	Additions To CSIP During FY 07 + (4)	Projects Completed During FY 07 (Deletions) (-) (5)	Value of All CSIP as of 6/30/07 = (6)
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
<i>TOTAL Agency Computer Software In Progress as of June 30, 2007</i> (7)					\$

COMMENTS:

This Form MUST BE COMPLETED AND ENTERED ON DFMS IN THE GMEN PROGRAM by ALL agencies. If the form does not apply to your agency, complete the header information and check the N/A block. If you have any questions, please call Karen Chrisler at 672-5506.

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**SUMMARY of
FINANCIAL STATEMENTS (I)
AT JUNE 30, 2007**

<i>Receivable</i> <i>Fund #</i>	<u><i>BANK ACCOUNTS</i></u>		<i>Net</i>	
	<i>Savings & Checking</i> <i>(A-4)</i>	<i>Investments</i> <i>(A-6)</i>	<i>Accounts Receivable</i> <i>(B-4)</i>	<i>Grants</i> <i>(E-5)</i>
100				
101				
102				
103				
225				
226				
270				
299				
300				
301				
425				
450				
650				
660				
670				
840				
845				
851				
852				
853				
854				
856				
880				
890				
899				
910				
Totals				

All Agencies should complete this form for use in comparison & verification of totals calculated by GMEN. Totals are calculated by GMEN based on detail summary documents. The totals posted by GMEN can ONLY be changed by making corrections/adjustments to the detail documents.

NOTE: *INTEREST INCOME RECEIVABLE* (on Bank Accounts & Investments from forms A-4 & A-6) and *ACCOUNTS RECEIVABLE* (from form B-4A) are ADDED TOGETHER and POSTED AS ONE TOTAL ACCOUNTS RECEIVABLE on this form.

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

**SUMMARY of
FINANCIAL STATEMENTS (II)
AT JUNE 30, 2007**

Fund #	<u>ACCOUNTS PAYABLE</u>			
	Supplies & Materials (D-4)	Direct Claim Salary & Fringe (C-4)	Against Purchase Orders (C-4)	
100				
101				
102				
103				
225				
226				
270				
299				
300				
301				
425				
450				
650				
660				
670				
840				
845				
851				
852				
853				
854				
856				
880				
890				
899				
910				
Totals				

All Agencies should complete this form for use in comparison & verification of totals calculated by GMEN. Totals are calculated by GMEN based on detail summary documents. The totals posted by GMEN can ONLY be changed by making corrections/adjustments to the detail documents.

NOTE: Accounts Payable Direct Claim and Overtime/ Salary (from form C-4) are ADDED TOGETHER and POSTED AS ONE TOTAL on this form.

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

**SUMMARY of
FINANCIAL STATEMENTS (III)
AT JUNE 30, 2007**

Fund #	<u>COMPENSATED ABSENCES</u>			
	Grant Advances (E-5)	Lease Liability Future Cost (F-4)	Accumulated Sick Leave Liability (G-5)	Accumulated Annual Leave Liability (G-5)
100				
101				
102				
103				
225				
226				
270				
299				
300				
301				
425				
450				
650				
660				
670				
840				
845				
851				
852				
853				
854				
856				
880				
890				
899				
910				
Totals				

ALL Agencies should complete this form for use in comparison & verification of totals calculated by GMEN. Totals are calculated by GMEN based on detail summary documents. The totals posted by GMEN can **ONLY** be changed by making corrections/adjustments to the detail documents.

RETAIN A COPY OF THIS FORM WITH GAAP PACKAGE WORKPAPERS

F.Y.2007 GAAP PKG. CHECKLIST

AGENCY CODE: _____

GAAP PACKAGE FORMS COMPLETED:

(Remember – If the form does not apply to your agency, you must complete the header and check the N/A block.)

	Form #	Complete	N/A
Cash/Checking Accounts Book Balances Summary	A4	_____	_____
Cash/Checking Accounts Bank Balances Summary	A4b	_____	_____
Investments Accounts Summary	A6	_____	_____
GASB-3 Credit Risk	A10	_____	_____
Activity Summary	A12	_____	_____
Accounts Receivable Summaries	B4AB & B4CD	_____	_____
Accounts Receivable Due From Summaries	B4EF & B4GH	_____	_____
Accounts Payable Summary	C4	_____	_____
Supplies & Materials Summary	D4	_____	_____
Grants Receivable/Grant Advances Summary	E5	_____	_____
Leases Summaries	F2 & F4	_____	_____
Compensated Absences	G5	_____	_____
Construction Work In Progress Summary	H3A	_____	_____
Computer Software In Progress Summary	H3B	_____	_____
Summaries of Financial Statements	I, II, III	_____	_____

DATA ENTRY ON GMEN:

	Form #	Complete	N/A
Cash/Checking Accounts Book Balances Summary	A4	_____	_____
Cash/Checking Accounts Bank Balances Summary	A4b	_____	_____
Investments Accounts Summary	A6	_____	_____
GASB-3 Credit Risk	A10A & A10B	_____	_____
Activity Summary	A12A & A12B	_____	_____
Accounts Receivable Summary	B4A & B4C	_____	_____
Accounts Receivable Due From Summary	B4E & B4G	_____	_____
Accounts Payable Summary	C4	_____	_____
Supplies & Materials Summary	D4	_____	_____
Grants Receivable/Grant Advances Summary	E5	_____	_____
Leases Summary	F2	_____	_____
Compensated Absences	G5	_____	_____
Construction Work In Progress Summary	H3A	_____	_____
Computer Software In Progress Summary	H3B	_____	_____

COMPARE AND VERIFY TOTALS ON GMEN SCREEN TO GAAP PKG FORMS:

Leases Summaries	F4A & F4B	_____	_____
Summaries of Financial Statements	I, II, III	_____	_____

FORMS COPIED AND MAILED OR FAXED TO DIVISION OF ACCOUNTING

Bank Account Listing A3B _____ Investment Account Listing A5 _____